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ABSTRACT

This guide to vocational curriculum resources for handicapped students consists of instructional checklists for resources identified in the following areas: agriculture, auto body repair, automobile mechanics, basic math skills, basic reading skills, business education, career education, carpentry, cosmetology, custodial and maintenance, data processing, electricity, electronics, food industries, graphics, health occupations, home economics/needle trades, life skills, consumer education, safety, welding, miscellaneous subject areas, and professional resources. Each checklist follows a typical format that includes the following sections: (1) title block, (2) intended use, (3) instructional format, (4) nonprint material format, (5) features for handicapped students, (6) material readability, (7) illustrations, (8) print material format, (9) description, (10) comments, (11) prerequisite student skills, and (12) recommendation. A list of publishers/producers contacted during the search for curriculum materials is appended. (LRA)

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ED182498

VOCATIONAL CURRICULUM RESOURCES FOR HANDICAPPED STUDENTS

[redacted]

BY

R. Michael Mangano
Phillip R. Foster
Project Co-Directors

Project Associates

Susan Hafen
Gwen-Ellen DeGrey

Research Assistant

Richard Buxton

1979

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CE 024 035

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Western Maryland Vocational Resource Center
P. O. Box 5448, McMullen Highway
Cresaptown, Maryland 21502
(301) 777-5886

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This publication has been reviewed in compliance with Title IX of the Educational Amendments of 1972 and Public Law 94-482, Title II of the Vocational Education Amendments of 1976 for the elimination of sex bias, sex discrimination, and sex-role stereotyping.

INTRODUCTION

Vocational Curriculum Resources for Handicapped Students is the result of a nation-wide search for resources which are suitable for handicapped students in vocational programs. Emphasis in the search was placed on resources having high interest and low reading levels, and specific features for handicapped learners.

This guide consists of an "Instructional Checklist" for each resource. The Checklist was developed at the Maryland Vocational Curriculum Research and Development Center (MVCRDC), field tested and then revised to its present form. The Checklist conveys evaluative information such as usability, suitability, and recommendations in the *description* and *comments* sections. Other, more objective criteria are categorized in such area as *readability, format (instructional, print, and non-print), intended use, etc.* Criteria are checked as applicable for each resource. The information presented in the Checklist will, in many cases, enable educators to make purchase decisions. Local education agencies will find this guide beneficial in the adoption, modification and implementation of curriculum materials for use with handicapped students in vocational programs.

At the end of this guide is a listing of the producers/publishers contacted during the MVCRDC's search. Complete addresses are listed so that users will be able to acquire their own catalogs or additional information about available instructional resources.

Educators in Maryland are encouraged to inspect, review, and use the curriculum resources for handicapped students available at the MVCRDC. It will be noted in the *comments* section of the Checklist if a resource cited in the guide is not available at the MVCRDC.

Resource guides listing vocational curriculum material for teachers of disadvantaged and bilingual students have also been compiled by the MVCRDC. There is an overlapping of suitability requirements among these three populations, allowing some resources to be useable with more than one group. However, each resource, regardless of the fact that it may be suitable for one or both of the other populations, is listed in only one guide. Users should check their vocational areas of interest in each guide for the widest selection of resources available.

EXPLANATION OF THE REVIEW FORMAT

The "Instructional Checklist" consists of several different areas which provide the user with a detailed description of a resource's components and desirability.

The following areas appear on the front side of the Checklist:

- *TITLE BLOCK* lists the title, author, publication information, order number(s), price(s), vocational subject area, and primary handicapped population for which the resource is intended.
- *INTENDED USE* specifies the primary user of the resource (student, teacher, or administrator) and the educational level (secondary, post-secondary, or adult education).
- *INSTRUCTIONAL FORMAT* indicates the elements or components which comprise the resource.
- *NON-PRINT MATERIAL FORMAT* describes the type and length of audio-visual media.
- *FEATURES FOR HANDICAPPED STUDENTS* addresses specific characteristics which have been identified as beneficial to the vocational education of the handicapped.
- *MATERIAL READABILITY* indicates copy format and reading levels (determined by the Fry formula, unless otherwise indicated).
- *ILLUSTRATIONS* describes the type of visuals included, such as cartoons, charts, and photographs.
- *PRINT MATERIAL FORMAT* lists the method of binding and number of pages in a printed instructional resource.

The reverse side of each form contains these areas:

- *DESCRIPTION* is a succinct, objective statement regarding the resource's content and design, frequently including chapter headings.
- *COMMENTS* provide the reviewers with a subjective evaluation of the resource, notes stereotypes and biases, and indicates reasons for recommendation or rejection.
- *PREREQUISITE STUDENT SKILLS* contains a list of any student skills or background essential to the use of the resource.
- *RECOMMENDATION* is based on the overall suitability of the resource. Resources are generally recommended unless they are technically or pedagogically unsound, very difficult to obtain, contain unsuitable language, etc. Evidence supporting the evaluator's recommendation is found in the area entitled *comments*.

EXPLANATION OF THE TABLE OF CONTENTS

Instructional resources may be listed in one of the following ways:

- *VOCATIONAL SUBJECT AREA*, if the resource is designed primarily to teach students subject matter in a vocational class. Subject areas range from Agriculture to Welding. Subject areas not covered by these areas are included in "Miscellaneous Subject Areas."
- *BASIC READING/MATH SKILLS*, if the resource is designed primarily to teach students prerequisite reading or computation skills in order for them to succeed in a vocational course it is included here. These resources teach reading/math within a vocational content.
- *CROSS-REFERENCED*, if the resource fits into more than one subject area, it will be listed in each, but all listings will refer to the same page in the guide.

For example, a resource designed to teach reading skills in the vocational area of automobile mechanics would be included in the Table of Contents under Basic Reading Skills, page 7, and also listed under Automobile Mechanics, again referring to page 7.

PREFACE

P. L. 94-142, and P. L. 94-482 mandate that the handicapped be provided with an appropriate education. Since an appropriate education depends upon suitable curriculum materials, this publication will save time in the educator's search for suitable materials.

Vocational Curriculum Resources for Handicapped Students represents the Center's effort to provide a comprehensive, up-to-date review of resources available for the handicapped.

Mention of publishers, trade names, or particular producers in no way constitutes endorsement of a resource by the Maryland Vocational Curriculum Research & Development Center or the Division of Vocational-Technical Education, Maryland State Department of Education.

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TITLE HORTICULTURE: GREENHOUSE AND NURSERY EMPLOYEE

AUTHOR

SOURCE Orange County Career Development Program
410 Woods Avenue
Orlando, Florida 32805

Order #: By title Price: $1.25

SUBJECT AREA Agriculture

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
● bibliography/references
● performance objectives
○ simple directions
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 100+

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 5-7 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

The publication is composed of two sections. The first section deals with the qualifications and responsibilities of a greenhouse and nursery employee. The second section, the bulk of the publication, focuses on the student and the tasks required of a greenhouse and nursery employer. The instructional vehicle in the second section is the LAP. The LAPs deal with various phases of horticulture common to greenhouse and nursery employees.

COMMENTS

Use of this text requires the adoption of a number of additional texts and/or films and filmstrips.

PREREQUISITE STUDENT SKILLS

Reading at the 5th-7th grade level is required. Some basic math is required. Writing skills are needed to complete the given assignments.

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE	ORNAMENTAL HORTICULTURE (Course of Study Outlines, 1975 Edition, Volume XXX)
AUTHOR	Wilson
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103-Kilmer Campus New Brunswick, New Jersey 08903 Order #: CG-512 Price: $4.50

SUBJECT AREA Agriculture	HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ● performance objectives
- ● simple directions
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 156

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ________________________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

MARYLAND VCRD

DESCRIPTION

This course of study outlines all recommended courses, both shop and related, for a Middlesex County program. Broad objectives are given for each grade and then tasks are listed. There is a bibliography provided with each course at each grade level. At the back is given a list of teaching aids to supplement the bibliographies, a list of vocabulary words and a sample final exam. The only illustration is a site plan which is part of the final exam.

COMMENTS

This guide may best be used for program planning. Also, the teacher can use the broad objectives and the lists of tasks for developing his/her own specific objectives. The vocabulary list can also be used by the teacher to develop cards, hand-out sheets, tests, etc. While the bibliographies are generally good and more extensive then some, a local librarian (school/public) should be consulted for similar but more up-to-date resources.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE	AUTO BODY REPAIR
AUTHOR	Radvany
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103-Kilmer Campus New Brunswick, New Jersey 08903

Order #: AB-11 Price: $5.00 Copyright: 1962

SUBJECT AREA Auto Body Repair

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 172

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6-7 grade

● high interest level motivator: Subject

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

The manual deals with the following topical areas: Shop Orientation, Care of Shop and Tools, Materials and Parts of the Automobile, Removal and Assembly, Refinishing, Care of the Finish, Metal Repair, and Acetylene Welding, Typical lessons include objectives, procedures, equipment, and assignments. Achievement tests are included at the end of each topical area. A glossary is included.

COMMENTS

The manual is well illustrated with ink drawings and photographs; however, some of the photographs and illustrations are over 20 years old. It would be suitable for a beginning auto body class.

PREREQUISITE STUDENT SKILLS

Reading on the 6th-7th grade level is required. This a basic text, no previous auto body experience is required.

● RECOMMENDED ○ NOT RECOMMENDED

MARYLAND VCRD

TITLE
AUTO PHONICS
(Series of 4, see back)
AUTHOR
Klausen and Dunne
SOURCE
Educational Activities, Inc.
P.O. Box 392
Freeport, New York 11520
Order #: 6781 6783
6782 6784
Price: $14.95 ea.
Copyright: 1970

SUBJECT AREA Automobile Mechanics

HANDICAPPED AREA Mentally Retarded, Speech Impaired, Learning Disabled

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette
○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette
● length: ±30 minutes ea.
○ overhead projectuals
○ B/W ○ color
● games
● other: With cassette

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
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○ hardbound
○ paper bound
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○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional
○ reading level: ________ grade
○ high interest level motivator: ________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is in the form of a game. Four games are included. Titles are: Phonetic Alphabet, Vowel Review, All About Consonants, and Vowel Digraphs and Diphthongs. The resource reviews the basic phonetic elements in logical sequence. The games are played similar to Bingo. Each contains 36 cards, a master card, call cards, markers and an instructional cassette tape describing each game. The 36 game cards are reversible with pictures and words on one side and words alone on the other. Instructions and suggested teaching strategies are provided for each game. Pace of the male dialog is slow. Care is taken in both explanations and pronunciations of words. Words utilized in the resource have been taken mainly from the California Driver's Handbook, Highway signs, and automotive catalogs.

COMMENTS

This resource may be of particular use with speech impaired students enrolled in an automotive or driver education class. The resource may also be helpful in reading, spelling or ESL programs.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE KNOW YOUR AUTOMOBILE

AUTHOR Ring, Clerico

SOURCE Educational Activities, Inc.
P.O. Box 392
Freeport, N.Y. 11520

Order #: FSC 490 Price: $89.00 Copyright: 1977

SUBJECT AREA Automobile Mechanics | HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
● film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

● length: 10-15 minutes
0 overhead projectuals
● B/W ● color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: ________

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator: ________________________

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

VCRD

DESCRIPTION

This is a series of 6 filmstrips and cassettes covering these areas:

1. The Four Stroke Internal Combustion Engine,
2. The Fuel and Exhaust Systems,
3. The Electrical System,
4. The Cooling System,
5. The Drive Train, Oil, and Lubrication Systems, and
6. The Brakes, Tires, Steering and Suspension Systems.

A teacher's guide is provided for each title. This teacher's guide provides an overview, instructional objectives, ideas for discussion before viewing, a copy of the script, ideas for discussion after viewing, and projects and activities. A glossary of automobile terms if also provided.

COMMENTS

This series is designed to introduce students to the basic parts of the automobile. It gives a good idea of how these basic parts work and interact in a non-technical way. It is a basic consumer knowledge course, not a technical repair course. The pace is good and the quality of the material is high. Both male and female narrators are used.

PREREQUISITE STUDENT SKILLS

Reading is not required, and content is non-technical. Previous auto skills are not required.

● RECOMMENDED ○ NOT RECOMMENDED

Basic Math Skills

TITLE LEARNING ABOUT MEASUREMENT

AUTHOR Bohn & Wool

SOURCE Frank E. Richards Publishing Co., Inc.
330 First St.
Box 370
Liverpool, N.Y. 13088

Order #: by title Price: $1.95 Copyright: 1969

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA moderately mentally retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 64

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 3 grade

● high interest level motivator:
illustrations and examples

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This is a consumable workbook divided into 10 chapters with a glossary, abbreviations, chart and table of measurements. The chapters cover: kinds of measurements, tools of measurement, the ruler, liquid and solid measurements, measuring temperature, and time as a measure.

COMMENTS

This is a workable text on measurement with examples and illustrations providing easy access for the student to be able to complete the tasks required.

PREREQUISITE STUDENT SKILLS

basic reading and writing

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LEARNING OPERATIONS WITH WHOLE NUMBERS

AUTHOR Jones

SOURCE Hampden Publishers, Inc.
Box 4873
Baltimore, Md. 21211

Order #: 5865 Price: $119.95

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA Mildly to moderately mentally handicapped

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: See back minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: Cassettes

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4 per lesson

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

● high interest level motivator: Activity while listening to tape

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This kit is a set of 10 cassette skill packs boxed in a sturdy, organized cardboard box. Each skill pack consists of 1 cassette tape recorded identically on each side, 30 student response booklets coinciding with the tape, an instructor's guide, listing performance objectives, summary, notes, follow-up activities, and answers to the included performance task sheet (posttest). Each lesson is student paced but lasts about 40 minutes. The cassettes provide thorough instruction, directions for exercises and answers. The kits are self-directing, self-pacing, and self-checking. This kit contains the following skills packs:

1. Basic Addition and Subtraction Facts
2. Place Value and Renaming
3. Addition of Whole Numbers
4. Subtraction of Whole Numbers
5. Basic Multiplication and Division Facts
6. Introduction to Multiplication
7. Multiplication by 2-Digit Factors
8. Simple Division
9. Long Division
10. Problem Solving with Whole Numbers

COMMENTS

Cassettes are clearly recorded using a variety of male voices throughout the series. Answers to response booklets are provided within the text of the tape.

Response Booklets are illustrated with sensitivity to minorities but are sex biased.

Performance Tasks are challenging but brief. They may be duplicated or dittoed.

Instructor's Guide has helpful notes for preparing students and giving follow-up exercises.

Skill packs may be ordered separately.

The resource is adaptable for group instruction.

PREREQUISITE STUDENT SKILLS

Very basic reading skills; writing skills; previous orientation to numbers

● RECOMMENDED 0 NOT RECOMMENDED

TITLE LIFE SKILLS: FRACTIONS

AUTHOR

SOURCE
SVE
1345 Diversey Parkway
Chicago, Illinois 60614

Order #: 510-SATC Price: $99.00

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA Learning Disabled
Mildly Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

● film loop/strip: 35 mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: * minutes
○ overhead projectuals
○ B/W ● color
○ games
● other: Cassette

*See Description

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
● stapled
○ plastic spine
○ number of pages: ____

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ____ grade

● high interest level motivator:
Cartoon Characters

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of a series of 4 filmstrips and cassette tapes. Filmstrips are individually packaged in plastic canasters. Teacher's manual, cassettes, duplicable student materials and filmstrip canasters are neatly packaged in a vinyl 3-ring binder. Titles and times for each series are as follows:

1) Fractions: Meanings, Relationships, Properties (10:15)
2) Fractions: Adding and Subtracting Fractions (10:30)
3) Fractions: Multiplying and Dividing Fractions (12:00)
4) Fractions: Practical Applications of Fractions (11:15)

Cassettes provide manual and automatic advance. Visuals include real-life photos and cartoon-type characters. Sexual or cultural stereotyping not evident. Filmstrips identify their purpose and conclude with review questions and enrichment activities.

COMMENTS

The pace of the resource may be somewhat fast for mildly retarded students. Concepts and vocabulary are repeatedly presented, however. The range of concepts and vocabulary may be too broad for the mildly mentally retarded. Learning increments appear to be of a moderate size.

PREREQUISITE STUDENT SKILLS

Basic understanding of numerals and concepts of whole and parts.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MATH SERIES: BLAST OFF

AUTHOR

SOURCE Tennessee Division of Vocational-Technical Education
200 Cordell Hull Bldg.
Nashville, Tenn. 37219

Order #: 021-00022 Price: $4.75

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 179 (Student workbook)
  15 (Answer Key)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: NA grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource is one in a series dealing with vocationally oriented mathematics. The resource is divided into five major topical areas: The Number System, Addition of Whole Numbers, Subtraction of Whole Numbers, Multiplication of Whole Numbers, and Division of Whole Numbers. Each topical area contains: related information sheets, skill practice sheets, assignment sheets, and evaluation sheets. Answers for evaluation questions are contained in a separate answer key. The student workbook is consumed.

COMMENTS

This resource is designed to be used in conjunction with its sequel entitled Touchdown. Students can start at their individual level of achievement and progress independently through the lessons.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MATH SERIES: TOUCHDOWN

AUTHOR

SOURCE Tennessee Division of Vocational-Technical Education
200 Cordell Hull Bldg.
Nashville, Tenn. 37219

Order #: 021-00024 Price: $4.25

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 126 (Student workbook)
7 (Answer key)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: NA grade

○ high interest level motivator: ______________________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource is the second in a series dealing with vocationally oriented mathematics. The resource is divided into four major topical areas: Measurements and Measures, Fractions, Percent, and Whole Numbers. Each topical area contains: purpose, directions, related problems and/or supplementary drill. Answers are contained in a separate key booklet. The student workbook is consumed. Some student assignments require outside reading materials.

COMMENTS

This resource is designed to be used in conjunction with a previous resource entitled Blast Off. Students can start at any point in the document, according to their level of achievement. The resource is self-pacing.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MONEY MAKES SENSE
(Pacemaker Pratical Arithmetic Series: Book 1)

AUTHOR Kahn & Hanna

SOURCE Fearon-Pittman Publishers
6 Davis Drive
Belmont, California 94002

Order #: 4515 A35 Price: $2.49 Copyright: 1972

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA mildly to moderately mentally retarded

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ○ student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 112

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 3-4 grade
- ● high interest level motivator: illustrations

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ○ B/W ● color

MARYLAND VCRD

DESCRIPTION

Money Makes Sense is a student workbook designed to teach recognition and use of United States coins and bills and simple arithmetic through the use of money. The exercises are planned to build skills slowly. The pages are perforated for easy tear-out. Students can work at their own pace. Teacher's manual provides suggestions, vocabulary list and answer key.

This is the first in series of 3 books.

COMMENTS

The text provides much repetition to build skills. There are a number of good suggestions given to reinforce what the student is learning through the workbook.

It is not necessary to use all the books in a series but they follow logical progression.

No cultural or sex bias is apparent.

PREREQUISITE STUDENT SKILLS

reading-very low level, writing

● RECOMMENDED 0 NOT RECOMMENDED

TITLE NAMING AND IDENTIFYING FRACTIONS
(1 in a series)

AUTHOR Jones

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9411

Price: $9.95

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA Mentally Retarded
Learning Disabled

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

● length: 40 minutes
0 overhead projectuals
0 B/W 0 color
0 games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
● provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: ________

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator: ________________

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W 0 color

VC RD

DESCRIPTION

The resource consists of a teacher's guide, post-test, cassette cartridge, and 30 student response sheets. The instructional sequence requires the student to listen to the cassette, record responses on individual response sheets, and self-verify responses. Student response sheets are clearly printed and illustrated. The limited student reading matter is in large type and of a low reading level. The instructional sequence requires approximately 40 minutes, including a brief post-test. All materials are well designed and attractively packaged.

COMMENTS

Narrative on the cassette is simple and easily understood. The resource covers very basic identification of fractions and is suitable for use with mentally retarded vocational students with some basic understanding of terms associated with fractions. Essential concepts are repeated and verbal reinforcement is provided. Content is free from racial or sexual bias. It was not indicated if the instructional sequence time figure was derived using regular or handicapped students.

PREREQUISITE STUDENT SKILLS

Some knowledge of terms associated with fractions (i.e., numerator, denominator, etc.) would be helpful.

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VC RD

TITLE UNITS OF MEASURE

AUTHOR Justus

SOURCE Educational Sensory Programming
1201 East Johnson Avenue
Jonesboro, Arizona 72401

Order#: A-30 Price: $4.00 Copyright: 1976

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA Learning Disabled

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 24

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

This resource consists of 24 pre-cut spirit masters for use in a course dealing with units of measure. Included with each master are: behavioral objectives, teacher instructions, group discussion, teacher activities, homework, vocabulary, etc. Titles of masters are: inch, foot, yard, mile, city block, centimeter, decimeter, meter, millimeter, kilometer, dozen, day, week, month, minute, hour and minute, second, ounce, pound, pint, quart, gallon, peck, and bushel.

COMMENTS

The spirit masters are all of a supportive nature. The teacher instructions, behavioral objectives, teacher activities, homework, etc. may or may not be applicable. However, the quality of the masters is good. The developer noted the resource was suitable for grades 3-5. Each master may be good for 100-120 copies. (There are no full-size faxible masters from which to make thermo-spirit masters in this resource.)

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   0 NOT RECOMMENDED

TITLE USING DOLLARS AND SENSE
(Pacemaker Practical Arithmetic Series: Book 2)

AUTHOR Kahn and Hanna

SOURCE Fearon-Pittman Pub.
6 Davis Drive
Belmont, California 94002

Order #: 7185 A36 Price: $2.49 Copyright; 1973

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA Mildly to moderately mentally retarded

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ○ student activities
- ● student work sheets
- ○ review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: ____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: ____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 112

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 3-4 grade
- ● high interest level motivator:

Illustrations

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W ● color

DESCRIPTION

Using Dollars and Sense is a text/workbook of lessons and exercises based on concrete situations involving the use of money. It reviews some of Money Makes Sense and introduces additional monies and arithmetic problems. Pages are perforated for easy tear-out.

Teacher's manual provides suggestions, vocabulary list, and answer key.

This is the second in a series of 3 books.

COMMENTS

The text works on the principle of repetition. The teacher's manual provides reinforcing learning activities.

No sex or cultural bias is apparent.

This workbook is best used after the foundation workbook Money Makes Sense.

It is designed to be self-pacing.

PREREQUISITE STUDENT SKILLS

Low level reading, writing

● RECOMMENDED 0 NOT RECOMMENDED

TITLE WORKING MAKES SENSE
(Pacemaker Practical Arithmetic Series: Book 3)

AUTHOR Kahn and Hanna

SOURCE Fearon-Pittman Publishers
6 Davis Drive
Belmont, California 94002

Order# 7490 A37 Price $2.49 Copyright: 1973

SUBJECT AREA Basic Math Skills

HANDICAPPED AREA mildly to moderately mentally retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
● student work sheets
○ review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 112

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 2.5 grade

● high interest level motivator:
illustrations

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W ● color

DESCRIPTION

Working Makes Sense is a text-workbook set in a vocational setting where students will gain applicable experience in earning, spending, and saving money.

Pages are perforated for easy tear out.

Teacher's manual includes suggestions, vocabulary list, and answer key. Assignments that need particular instruction attention are indicated.

This is third book in a series of 3.

COMMENTS

Good workbook to give students practical living experiences, i.e., check writing, and shopping. Meaningful teaching suggestions are given to reinforce text work. Sex bias is present but the resource is less culturally biased.

This book does not have to follow in sequence of the other two. Any students with basic arithmetic skills and familiarity with U.S. currency could use this workbook.

PREREQUISITE STUDENT SKILLS

low level reading, writing

● RECOMMENDED ○ NOT RECOMMENDED

TITLE	**DICTIONARY**
AUTHOR	Wyks
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103 - Kilmer CAmpus New Brunswick, New Jersey 08903

Order#:SP-113 Price: $2.00 Copyright: 1964

SUBJECT AREA Basic Reading Skills

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 21

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

Developed for the School for the Deaf, this booklet is an introduction to the dictionary. The simple vocabulary is liberally supported with illustrated examples. Many word lists, with terms relating to various vocational areas, are given for the student to put in alphabetical order. Drills relating to homographs, synonymns, etc. are also included.

COMMENTS

This material may be suitable for any students experiencing reading difficulty or who need more drill in alphabetizing and using the dictionary for vocabulary enrichment.

PREREQUISITE STUDENT SKILLS

Reading on the 6th grade level is required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE READ THE INSTRUCTIONS FIRST

AUTHOR Greatsinger

SOURCE New Reader's Press
Box 131
Syracuse, New York 13210

Order #: 444 Price: $1.50 Copyright: 1976

SUBJECT AREA Basic Reading Skills

HANDICAPPED AREA Mentally Retarded, Deaf

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 62

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is designed to assist the students in development of basic reading skills. It uses sample directions like those associated with various products, services, and private agencies (motel, car wash, laundromat, etc.).

Directions associated with 25 products, services, etc. are presented and the student is asked questions which stress locating facts, interpreting facts, and applying knowledge. In some cases, answers are provided immediately following the questions; in others, students can find the correct response in the answer key.

Words essential to comprehension of the resource are provided. This resource is comsummable. The developer does not specify that the resource be used with mentally retarded or deaf students.

COMMENTS

This resource is self-pacing, however, the number of words per page and the motivational level of the printed directions may make it difficult to use with some handicapped students. Repetition of concepts (such as fact finding and interpretation) is maintained throughout, but repetition of discrete bits of information is not apparent. This resource is best suited to a highly motivated student.

PREREQUISITE STUDENT SKILLS

Working knowledge of selected words (pages 58-59) is a prerequisite to using this resource.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SIGN LANGUAGE
(Set of 4)

AUTHOR Richey

SOURCE Janus Book Publishers
3541 Investment Blvd. Suite 5
Hayward, California 94545

Order #: See back Price: $1.75 Copyright: 1976, 1977

SUBJECT AREA Basic Reading Skills

HANDICAPPED AREA Learning Disabled

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette
○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette
○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 52 each

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional
● reading level: 2.5 grade
● high interest level motivator:
Cartoons

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of a series of 4 student workbooks (graded in terms of difficulty), 4 sets of flash cards and a teacher's manual. The resource utilizes the visual memory approach to learning in an effort to teach specific vocabulary. The instructional format includes word games, puzzles and tests. The booklets are consumable. Content focuses primarily on signs encountered in everyday life.

COMMENTS

This resource is designed primarily for poor readers. It may be suitable for use in an ESL class. Student materials contain a minimum of reading matter and are illustrated with contemporary cartoon characters. This resource is of a supportive nature.

PREREQUISITE STUDENT SKILLS

Minimal reading skills are required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE SIGNS AROUND TOWN

AUTHOR Greatsinger

SOURCE New Reader's Press
Box 131
Syracuse, New York 13210

Order #: 442 Price: $1.50 Copyright: 1976

SUBJECT AREA Basic Reading Skills

HANDICAPPED AREA Mentally Retarded, Deaf

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 62

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 3 grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is designed to assist the student in development of basic reading skills through use of common signs found in grocery stores, elevators, bus stations, movie theaters, etc. Various photographs of signs are presented and the student is asked questions.

In some cases, the answers are provided immediately following the question; in others, the student can find the correct response in the answer key.

The resource deals briefly with common traffic control signs. Words necessary for comprehnsion of the resource are provided in the back of the resource.

This resource is consummable. The developer does not specify use of this resource with handicapped or disadvantaged students.

COMMENTS

This resource is self-pacing, however, the number of words per page and the motivational level of the black and white photos may make it difficult to use with some mentally retarded students. Repetition of concepts (such as fact finding and interpretation) is maintained, but repetition of discrete bits of information is not apparent. This resource wouldwork best with highly motivated students.

PREREQUISITE STUDENT SKILLS

Working knowledge of selected words (pages 58-59) is a prerequisite to using this resource.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE ABOUT BUSINESS

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers University
Bldg. 4103-Kilmer Campus
New Brunswick, New Jersey
Order #: BE-255 Price: $2.50

SUBJECT AREA Business Education

HANDICAPPED AREA Deaf, multi-purpose

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 123

MATERIAL READABILITY

○ large print format
○ double column copy
● generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is divided into nine sections with a total of 52 brief lessons. Each lesson contains a paragraph of information, numerically ordered important points, a pronouncing vocabulary, and assignment.

There are a number of cartoon-type illustrations scattered throughout the text.

COMMENTS

Good basic text that would be enhanced by other motivational materials. The pronouncing vocabulary is well written. The illustrations are plain but not highly motivational.

Text uses basic examples such as shopping in a supermarket and the related experiences.

PREREQUISITE STUDENT SKILLS

Basic reading skills.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ABOUT TYPEWRITING

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: RE-24 Price: $4.25 Copyright: 1968

SUBJECT AREA Business Education

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

INSTRUCTIONAL FORMAT

- ● subject index
- 0 bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- 0 answer key
- 0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip: _____ mm
- 0 film loop/strip with cassette
- 0 film reel-to-reel: _____ mm
- 0 35mm slide
- 0 35mm slide with cassette
- 0 length: _________ minutes
- 0 overhead projectuals
- 0 B/W 0 color
- 0 games
- 0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- 0 loose leaf
- ● stapled
- 0 plastic spine
- ● number of pages: 152

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- 0 reading level: professional
- ● reading level: 6-7 grade
- ● high interest level motivator:

Secretarial occupation

ILLUSTRATIONS

- ● drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● B/W 0 color

DESCRIPTION

This introductory level book covers related information on various aspects of typing, such as: measurements, parts, functions, centering, word division, tabulations, and typing of personal letters, business letters, manuscripts, etc. The appendix contains a section on typewriting vocabulary and abbreviations. Lessons are illustrated, including some cartoons, and include assignments.

COMMENTS

Many of the illustrations could be reproduced as transparencies or for bulletin board displays for reinforcement of the ideas presented. This text does not reflect the current trend for the elimination of sex stereotyped roles, nor are the various races depicted in the illustrations.

PREREQUISITE STUDENT SKILLS

This manual was written for beginning level students. No previous skills are assumed.

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE EVERYDAY BUSINESS

AUTHOR Lawson

SOURCE Gary D. Lawson
9488 Sara Street
Elk Grove, California 95624

Order #: See back   Price: See back   Copyright: 1976

SUBJECT AREA Business Education

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W   0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
● paper bound
0 loose leaf
0 stapled
0 plastic spine
● number of pages: 85/28

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 4 grade

0 high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W   0 color

DESCRIPTION

The publication is in the form of a student workbook in which answers and/or responses are recorded. The content is organized under five major topical areas: banking, budgeting, buying, federal income tax, and insurance. Students read, answer questions, and perform various activities as they proceed through the book. Numerous illustrations of checks, check stubs, deposit slips, etc. are included in the text to facilitate understanding of their parts and functions. A teacher's guide is available to facilitate use of the material.

The price of a single copy is $2.00 for 10 or more. The teacher's manual is $1.75. Both the text and teacher's copy are ordered by their title.

COMMENTS

This material was originally designed for use with EMR's. Explanations and examples are complete and are designed to maximize understanding. Illustrations are incorporated into the learning activities, and are of a large size. Exercises involving arithmetic skills as well as spelling and writing skills lend this publication to use with handicapped students who need help in these areas.

PREREQUISITE STUDENT SKILLS

Reading at the 4th grade level is required. Basic math skills (addition, subtraction, division, and multiplication) are needed.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE HOW TO SUCCEED IN A SCHOOL BUSINESS BY REALLY TRYING

AUTHOR Anmuth

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers University Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CE-297 Price: $2.75

SUBJECT AREA Business Education

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 40

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

VC
RD

DESCRIPTION

This teacher's guide is designed to facilitate the setup and operation of a school or class business. The guide is specifically designed for the elementary level, although it can be modified for primary or high school use. Included in the list of topics are: Steps in organizing and operating a business; charts and forms for setup and operation, and supplementary and follow-up activities.

COMMENTS

This teacher reference and guide may be applicable for use with handicapped students as it provides realistic activities to introduce students to skills needed for career development.

PREREQUISITE STUDENT SKILLS

The prerequisite skills would be dependent upon the school or class business the teacher would construct by this guide.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **INTRODUCTION TO OFFICE OCCUPATIONS**

AUTHOR **Troutman**

SOURCE **The New Jersey Vocational-Technical Curriculum Laboratory**
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-256 Price: $2.75 Copyright: 1974

SUBJECT AREA **Business Education**

HANDICAPPED AREA **Multiple Use**

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 27

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 8 grade

● high interest level motivator:

Illustrations

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This brief text-workbook is designed for students with learning problems caused by mental retardation, emotional or social problems, or physical or perceptual handicaps. It surveys office occupations and functions of office machines. Assignments and review exercises are included. Sample forms for the student to actually fill out are provided in the text.

COMMENTS

The developers suggest that the appropriate machines be available for the students to operate. While desirable, this workbook could be used without them. The cartoon type drawings of people and the simple language may be appealing to the students. The text stresses good attitudes and work habits throughout. The text is somewhat sex biased. It tends to reinforce traditional male, female roles.

PREREQUISITE STUDENT SKILLS

Reading at the 8th grade level. Basic math skills are required.

● RECOMMENDED   O NOT RECOMMENDED

TITLE KEY PUNCH TRAINING

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BE-272 Price: $4.25 Copyright: 1974

SUBJECT AREA Business Education

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
0 secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
0 simple directions
● student activities
● student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 163

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 7 grade

● high interest level motivator:

Illustrations and subject matter

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
● B/W 0 color

MARYLAND VC RD

DESCRIPTION

This student text-workbook is designed to be used in conjunction with the actual machines in the classroom. Written for deaf students, it proceeds slowly, in simple language, to discuss the parts of the machine, getting ready to punch, operating the machine, programming, and verifying. It covers the IBM 24, 26, and 29 card-punch machines and the 56 and 59 card verifiers. 50 pages of exercises are included.

COMMENTS

The program for which this text was designed requires that students have a year of typing instruction as a prerequisite. Theory instruction is presented to the group and then practice on the machines is arranged on a rotating basis. The fairly simple and clear directions and many illustrations make this text useful for deaf students.

PREREQUISITE STUDENT SKILLS

Reading on the 7th grade level is required. At least one year of typing is required.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD
MARYLAND

TITLE MAGNETIC TAPE SELECTRIC TYPEWRITER

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey

Order #: BE-248 Price: $4.25 Copyright: 1974

SUBJECT AREA Business Education

HANDICAPPED AREA Deaf

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 130

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 7-8 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This manual is designed to provide students with the basic knowledge and practical applications of the IBM Magnetic Tape Selectric Typewriter. The manual contains 58 lessons covering all aspects of operation. Objectives and assignments are included.

COMMENTS

This manual deals specifically with the IBM Magnetic Tape Selectric typewriter. Only students who have had introductory courses in office machines and/or typing would be able to utilize it. The lessons are written for easy reading and comprehension.

PREREQUISITE STUDENT SKILLS

Students must have an understanding of office machines and at least one year of typing.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SPECIAL FILING PROBLEMS

AUTHOR Duchan and Schultheis

SOURCE South-Western Publishing Company
5101 Madison Road
Cincinnati, Ohio 45227

Order # See Description Price: See Description Copyright: 1974

SUBJECT AREA Business Education

HANDICAPPED AREA Multiple Use

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette

- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette

- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 172

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional

- ● reading level: 5-7 grade

- ○ high interest level motivator: ________________

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This workbook introduces the student to cross-referencing using personal and business names. Also covered are subject, geographic, and numeric filing. The workbook is self-instructional with little teacher direction needed.

Text-workbook	Order #:	y12	Price:	$2.58 school price
Teacher's Manual	Order #:	y10m		Manual and Ed. free
Teacher's Edition	Order #:	12TE		with class order.

COMMENTS

This workbook is the third in a series of three. Its main strengths are the step-by-step structure and the strong relationship to actual on-the-job situations.

PREREQUISITE STUDENT SKILLS

Reading and writing skills at the 5th-7th grade levels are required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE TYPING FOR THE PHYSICALLY HANDICAPPED

AUTHOR Heller

SOURCE McGraw Hill Book Company
Princeton Road
Higstown, New Jersey 08520

Order #: 28079-7 Price: $95.00 Copyright: 1978

SUBJECT AREA	Business Education	HANDICAPPED AREA	Orthopedically Handicapped

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- 0 bibliography/references
- 0 performance objectives
- 0 simple directions
- ● student activities
- 0 student work sheets
- 0 review questions
- 0 answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip: ____mm
- 0 film loop/strip with cassette
- 0 film reel-to-reel: ____mm
- 0 35mm slide
- 0 35mm slide with cassette
- 0 length: ________ minutes
- 0 overhead projectuals
- 0 B/W 0 color
- 0 games
- 0 other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- 0 develops self-worth concept
- 0 develops favorable work attitudes/habits
- 0 develops career awareness
- 0 identifies related work skills
- ● promotes development of psycho-motor skills
- 0 provides immediate feedback
- ● modifiable instructional format
- 0 reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ● hardbound
- 0 paper bound
- 0 loose leaf
- 0 stapled
- 0 plastic spine
- ● number of pages: 278+

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- ● reading level: professional
- ● reading level: na grade
- 0 high interest level motivator: ____________

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- ● charts/graphs
- ● B/W 0 color

DESCRIPTION

This resource is a combined teacher's text/student text. It is designed for use with any typing textbook at any grade level. The resource is divided into two parts. Part I provides an overview of teaching methodology, classroom management, and guidance. Common handicaps and their characteristics and classroom ramifications are presented. Part 2 contains 19 sets of keyboard charts. The charts show finger positions for students with different combinations of missing fingers. Nearly 1400 keyboard charts are provided.

COMMENTS

Keyboard charts may be duplicated by instructors for use by their handicapped students. The resource is designed to enable instructors, having no previous experience teaching handicapped students, to effectively teach typing to orthopedically impaired students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE	CAREER PLANNING FOR THE BLIND: A MANUAL FOR STUDENTS AND TEACHERS
AUTHOR	Crawford
SOURCE	ERIC Document Reproduction Service P.O. Box 190 Arlington, Virginia 22210

Order#: ED 065 667   Price: $6.58   Copyright: 1966

SUBJECT AREA Career Education   HANDICAPPED AREA Vision Impaired

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
0 performance objectives
0 simple directions
● student activities
● student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W   0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 197

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W   0 color

DESCRIPTION

This resource provides for a comprehensive orientation to career planning. It is composed of a teacher's and student's manual. Fifteen chapters cover such topical areas as: What is a Career; Choosing an Occupation; How Blindness May Affect the Development of a Career; Measurement and Evaluation; Self-Appraisal; Getting Your Own Job; Personal Factors Bearing on Success; Planning for Retirement, etc.

The student manual provides questions and activities.

The student manual provides questions and activities.

COMMENTS

This resource may be used in a classroom, tutorial, or informal setting in a rehabilitation center. Braille and talking book editions of this resource are available from the Regional Libraries of the Library of Congress.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   O NOT RECOMMENDED

VC
RD

TITLE A COURSE IN CAREER DECISION MAKING FOR SPECIAL EDUCATION
(Teacher's Manual)

AUTHOR For information concerning availability, contact:
Fullerton Union High School District
SOURCE Instructional Materials Center - Carson Hall
Work Experience Counselor
1125 East Truslow
Fullerton, California 92631

SUBJECT AREA Career Education

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 130

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
○ B/W ○ color

DESCRIPTION

This manual includes specific examples and sources for materials that have been successfully used to teach Special Education students career decision making and necessary entry level skills. The manual contains examples of lesson plans as well as numerous brief descriptions or possible instructional materials.

COMMENTS

This manual may serve as a teacher's resource book for educational materials designed for handicapped and disadvantaged students.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FINDING A JOB

AUTHOR Lenox

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-3B Price: $2.00 Copyright: 1969

SUBJECT AREA Career Education

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 56

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 3-4 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

MARYLAND VCRD

DESCRIPTION

This book is designed to provide job seeking information to the poor reader. The chapter headings of this book are: Where to Look for a Job; The Interview; Things to Find Out About the Job; The Application Form; and The Resume. The book is illustrated with cartoon figures, has an answer key and vocabulary section.

COMMENTS

Vocabulary is stressed in this text. Phonetic pronunciations are given along with definitions. The reading level is relatively low and the use of cartoon figures may enhance the serviceability of this publication.

PREREQUISITE STUDENT SKILLS

Reading on the 3rd-4th grade level is required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **FOUNDATIONS FOR OCCUPATIONAL PLANNING**

AUTHOR Lifton

SOURCE SVE
5639 Harpers Farm Road
Columbia, Maryland 21044

Order #: A778-SA

SUBJECT AREA Career Education

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

● film loop/strip: 35 mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

● length: 15 minutes
0 overhead projectuals
0 B/W ● color
0 games
0 other: ______________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
● provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: _______

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: _______ grade

0 high interest level motivator:

____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

This kit contains 5 silent filmstrips titled:

1. "Who Are You?"
2. "What Do You Like To Do?"
3. "What Is A Job?"
4. "What Are Job Families?"
5. "What Good Is School?"

Animated characters are used in the filmstrips. They are individually packaged in small plastic containers - all 5 containers come in a box. Student(s) may read captions - questions and answers - aloud or silently, or teachers may read aloud to a group. Objectives are presented at the beginning; discussion questions and student activities at end.

COMMENTS

Filmstrips contain outdated information (i.e., number of occupations is inaccurate, broadening education does not necessarily lead to greater employability, etc.) Sex bias is shown across stereotyped occupations and roles. Racial bias shown with whites pictured in professional occupations. Clothing, hair styles, vehicles, etc. are outdated. The 1967 dialogue is unsuitable for contemporary classrooms. The resource assumes literacy and motivation in students, without use of any attention-getters.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE INTRODUCTION TO VOCATIONS FOR EDUCABLE MENTALLY RETARDED:
TEACHER'S GUIDE FOR A MODEL PROGRAM

AUTHOR Gaynor

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903
Order #: CE-215 Price: $2.75

SUBJECT AREA Career Education

HANDICAPPED AREA Mental Retardation

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 59

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This teacher's guide covers the following topical areas: General Plans, The Student as a Member of Society, Economic Aspects of Living, Exploratory Units on Occupations, Employment Information, and Bibliography. Student background information forms, occupational interest forms, and a listing of jobs for the retarded are included in the appendices. Major content sections are subdivided into units which include objectives and suggested content and activities for teacher and student. The guide contains a listing of free film strips and 16mm films which bear emphasis on the mentally retarded in society.

COMMENTS

The resource constitutes a limited but well developed outline for a career awareness course for the mildly and moderately mentally retarded student. Unit objectives are not presented in behavioral terms, but could be modified to reflect such. The listing of free media resources may be helpful in new program development; however, the availability of these resources has not been confirmed by the MVCRDC staff.

PREREQUISITE STUDENT SKILLS

Not applicable.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE JOBS FROM A TO Z

AUTHOR Dogin

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135
Order #: 147 Price: $1.95 Copyright: 1977

SUBJECT AREA Career Education

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● simple directions
0 student activities
● student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 69

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 2-3 grade

0 high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This graphically illustrated workbook-text is designed to stimulate interest in, and familiarize the student with, a wide variety of occupations while developing basic reading comprehension skills. A range of student activities is incorporated into the simply written text.

COMMENTS

This workbook provides very basic occupational information while at the same time stresses reading skills. It may be of use with some handicapped students enrolled in occupational exploration courses. The literary style is somewhat simplistic so caution may be needed to prevent students from being turned off by it. The best use of this material may be as a teacher resource, as many of the exercises and activities are very good.

PREREQUISITE STUDENT SKILLS

Reading on the 2nd-3rd grade level is required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE OCCUPATIONAL EXPLORATION PROGRAM: A TEACHER'S GUIDE FOR SPECIAL NEEDS STUDENTS

AUTHOR Moore

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CE-302 Price: $4.25 Copyright: 1975

SUBJECT AREA Career Education

HANDICAPPED AREA Deaf

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 96

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This guide was developed for the pre-vocational exploratory program at a New Jersey school for the deaf. The main units are: Woods, Metals, Graphic Arts and Plastics, which are subdivided into U.S.O.E. clusters and subclusters. The units are comprised of instructional modules, enabling the instructor to develop individualized programs for each student. Each module has listed: behavioral learning outcomes (objectives), suggested instructional activities, modes of instruction, and supportive media.

COMMENTS

The list of behavioral learning outcomes is perhaps the best feature of this item. The other sections in the modules tend to offer only vague suggestions. This resource can be used for planning both group and individualized lessons.

PREREQUISITE STUDENT SKILLS

Professional material for pre-vocational occupational exploration.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE OCCUPATIONAL NOTEBOOK PROGRAM
(Student Notebook, Teacher's Guide)

AUTHOR Cook

SOURCE Research Press
CFS P.O. Box 3177
Champaign, Illinois 61802

Order#: see back   Price: Unknown at this time   Copyright: 1973

SUBJECT AREA Career Education   **HANDICAPPED AREA** Mentally Retarded

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W   ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 60+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 4-6 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W   ○ color

DESCRIPTION

This notebook is designed to serve as a workbook and permanent reference. The following topics are covered: Jobs and Myself; Employers and Employees; Communication; Job Application; Transportation; Salary-Pay-Wages-Income. The materials are designed for use with EMR's.

Teacher's guide : ISBN 0-87822-059-3
Student's notebook: ISBN 0-87822-958-5

COMMENTS

The purpose of the Occupational Notebook Program is to aid student's in the development of a personal occupational handbook in an orderly, sequential manner. The Teacher's Guide is an essential component of the package.

PREREQUISITE STUDENT SKILLS

Reading on the 4th-6th grade level.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ON-THE-JOB COMMUNICATION SKILLS

AUTHOR Walker, Bonnie L.

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order #: 9813 Price: $17.95 Copyright: 1979

SUBJECT AREA Career Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 11 minutes
○ overhead projectuals
○ B/W ● color
○ games
● other: 35mm film loop/cassette

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _____

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _____ grade

○ high interest level motivator:

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource includes a filmstrip/cassette, teacher's guide, and 30 student response booklets. Content includes the need for communication skills and examples of these skills; including taking messages, answering the telephone, memos, greeting visitors, and talking to customers. Grammar, brevity, courtesy, and carefulness are stressed. Persons in the filmstrip are cartoon characters, and are in color. Frames are numbered and the script is contained in the teacher's guide.

There is no evidence of racial or sexual bias. Narrative on the cassette is simple and basically understandable.

Student response booklets ask a series of pertinent questions and provide space for responses. The booklets are not intergrated in to the presentation per se. The filmstrip is advanced by an inaudible pulse. The resource is attractively packaged.

COMMENTS

This resource is applicable to any vocational area in which interpersonal communication skills must be developed. The multi-media format with colorful cartoon characters and simple language should facilitate the use of this material with mentally retarded students. The basic concepts are repeatedly presented throughout the presentation. The length specified is exclusive of the student time required for the response booklet.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE PEOPLE WORKING TODAY
(Set of 10)

AUTHOR

SOURCE Janus Book Publishers
3541 Investment Blvd., Suite 5
Hayward, California 94545

Price: $15.00

SUBJECT AREA Career Education

HANDICAPPED AREA Deaf, LD and Disadvantaged

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 40/book

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4-5 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

VCRD

DESCRIPTION

Written as narrative, this People Working Today series has 10 booklets describing various jobs and their required education, working conditions and attitudes. The jobs covered are cook, clerk, hospital helper, bellhop, gas station attendent, logger, van driver, night custodian, and electronic assembler.

COMMENTS

Material is well written, interesting, and valuable for discussing world of work and self-worth concepts. Good for all students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **READING CAREER ORIENTED**

AUTHOR Slobodzian

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CE-364 Price: $5.00 Copyright: 1976

SUBJECT AREA Career Education

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 169

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ● high interest level motivator: Career Exploration

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This guide was designed to provide a framework for career-oriented reading activities based on the reading series of the following publishers: Houghton-Mifflin, Economy Book Company, Scott Foresman, Science Research Associates. Some other related activities and games are also included. The format consists of page numbers from selected texts with key careers and several related activities listed for the teacher's consideration as potential activities.

COMMENTS

This guide is best used at the elementary level but some of the selections and activities might also be appropriate for use with older students interested in the world of work.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE A SECONDARY GUIDE IN CAREER DEVELOPMENT FOR SPECIAL NEEDS STUDENTS (2 Volume Set)

AUTHOR Roseville Area School, Independent School District #623, St. Paul, Minn.

SOURCE Minnesota Instructional Material Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order #: Item 901 1978 Price: $7.50 Copyright: 1974

SUBJECT AREA	Career Education	HANDICAPPED AREA	Multiple Use

INTENDED USE

● student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 824

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

● reading level: 6 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This two volume guide was written to be used with handicapped vocational education students for the teaching of career development. Volume I includes goals, behavioral objectives, a work-study curriculum rationale, and teacher directions with student worksheets for 4 untis. Volume II contains 2 additional units, instructional modules, assessment instruments, transparency masters, and bibliographies.

COMMENTS

Although the reading and writing skills required in this guide may be beyond the ability of some handicapped students, the teacher should be able to adapt the materials for teaching general pre-vocational skills related to living in our American economy.

PREREQUISITE STUDENT SKILLS

Reading at the 6th grade level.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE A SELECTED ANNOTATED BIBLIOGRAPHY OF RESOURCE MATERIALS FOR IMPLEMENTATION OF CAREER EDUCATION GRADES K THROUGH 3

AUTHOR Heyel

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State U-iversity
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CE-288 Price: $2.75 Copyright: 1977

SUBJECT AREA Career Education

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 112

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This bibliography contains entries for career education resources at the following levels: kindergarten, first, second, and third grades. Brief annotations accompany each entry.

COMMENTS

The total number of entries in this bibliography is 578; of this number, 246 are for nonprint materials. Some discretion would be needed as some materials would be too babyish, but others would be equally useful at the secondary level.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE SUCCEEDING AT WORK
(107 transparencies in 7 subsets)

AUTHOR Hudson & Weaver

SOURCE United Transparencies, Inc.
P. O. Box 688
Binghamton, New York 13902

Order #: 569 Price: $192.50 Copyright: 1969

SUBJECT AREA Career Education

HANDICAPPED AREA Mildly to moderately mentally retarded, deaf

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
● student work sheets
● review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
● overhead projectuals
0 B/W ● color
0 games
0 other: ______________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
● provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 15 wkbk

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

Succeeding At Work contains 107 transparencies divided into 7 subjects of 15 transparencies each, 7 workbooks, instructor's guide, and library catalog cards. The transparencies are taped to cardboard frames and packaged in 7 sturdy boxes. The subsets are:

1. Making Friends at Work
2. Good Manners at Work
3. Learning More About Your Job
4. Following Rules
5. Keeping Safe at Work
6. Keeping Healthy at Work
7. Taking a Vacation

All transparencies have captions.

Workbooks contain 13 worksheets with thinking examples of "What would you do?" and 2 review sheets.

Instructor's guide offers suggestions for use especially for very slow learners and list of individual titles. Guide is contained with subject 1.

COMMENTS

Men and women are depcited equally throughout the series but in traditional sex roles. Race is not equally shown. Transparencies present situations commonly encountered in work and life. In an effort to teach appropriate behavior the question "What would you do?" is often presented. Dress styles are not contemporary, but the overall effectiveness is good.

PREREQUISITE STUDENT SKILLS

Minimal reading skills.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE TIME CARDS AND WORK SCHEDULES

AUTHOR Walker

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9812 Price: $17.95

SUBJECT AREA Career Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
● film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 11 minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (manual)
○ stapled
○ plastic spine
● number of pages: 1

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of: a filmstrip, cassette cartridge (recorded with audible and inaudible pulse), 30 student response booklets, and a teacher's guide. The resource is intended to provide basic information concerning time cards and work schedules. The student response booklet is not completed during the presentation. A recommended instructional sequence as well as a script for the presentation is contained in the teacher's guide. New vocabulary is stressed throughout the package. Animated characters are utilized in the filmstrip. There is no evidence of racial or sexual bias.

COMMENTS

This resource may be suitable for a program designed to develop basic on-the-job skills with mentally retarded students. The instructional sequence is step by step with a moderate pace. New vocabulary is presented although repetition of same may not be sufficient if students are unfamiliar with the terms. Dialogue is simple and clear.

PREREQUISITE STUDENT SKILLS

Knowledge of vocabulary relating to time cards and scheduling would be useful.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **UNEMPLOYMENT IS NON-CENTS**

AUTHOR Lawson

SOURCE Lawson Book Company
9488 Sara Street
Elk Grove, California 95624

Order #: By title Price: $1.75

SUBJECT AREA Career Education

HANDICAPPED AREA General Application

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 80

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4-5 grade

○ high interest level motivator: ______________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

MARYLAND VCRD

DESCRIPTION

This resource is in the form of a student workbook. Topical areas include: Personal Outlook, Choosing the Correct Job, Interviewing, Job Forms, Keeping the Job, and How to Quit. Utilization of the workbook requires students to read passages and answer questions or perform activities as they proceed.

COMMENTS

The resource makes good use of illustrations and charts. Emphasis is placed on development of basic and interpersonal skills essential to getting and holding jobs. Reading level may be too high for some handicapped groups. Illustrations of people portray caucasian males and females.

PREREQUISITE STUDENT SKILLS

Reading level, ability to understand and follow printed instructions.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE THE WORKING WORLD

AUTHOR

SOURCE Publication Sales Division
Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210

Order #: 76907 Price:$17.00

SUBJECT AREA Career Education

HANDICAPPED AREA Deaf, Hard of Hearing

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
● overhead projectuals (masters)
● B/W 0 color
0 games
0 other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
● paper bound (Tchr. Guide)
● loose leaf
0 stapled
0 plastic spine 142 (tchr. guide)
● number of pages: 194+ (transparency masters)

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This resource consists of 194 transparency masters and an accompanying teacher's guide. Content focuses on skills necessary for getting and keeping jobs. Transparency masters are of heavy stock. Amount of detail, number of works, and size of works (i.e., point size) is appropriate for an overhead visual. Ink is faxible (contains carbon) and masters are titled and numbered. Large dense black areas on maters may cause some difficulty when producing a transparency using the thermo-fax process. The teachers guide contains: a reduction of each master, concepts, student involvement, additional activities, vocabulary, and note space for each master.

COMMENTS

The quality of the artwork is good. All characters are animated . This resource was specifically designed for use with the deaf. Major topical areas include: sick leave, coffee breaks, the paycheck, personal finance, etc. Rather than covering specific job skills, the lessons focus on helping the hearing impaired to move smoothly into the hearing world of work and to be comfortable in their jobs.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED　　○ NOT RECOMMENDED

TITLE YOUR WORK BENEFITS

AUTHOR Walker

SOURCE
Media Materials
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9814 Price: $17.95

SUBJECT AREA Career Education

HANDICAPPED AREA
Mentally Retarded
Learning Disabled

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 14 minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ● other: 35mm filmstrip w/cassette

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

The following topics are briefly presented: salary, wages, overtime, sick leave, paid vacation, social security benefits, workman's compensation, unemployment insurance, group insurance plans, retirement plans, credit union, staff development, infirmiry, cafeteria, free parking, employment discounts, company cars, etc.

The resource consists of: a 35mm filmstrip, cassette, instructor's guide, 30 student response booklets, and a set of librarian's catalog cards. Pace of the resource is moderate.

COMMENTS

Some of the content presented in this resource duplicates that of other similar resources in the "On-the-Job Series" by Media Materials, Inc. New vocabulary is stressed, however, repetition is likely not sufficient for moderately and severely mentally retarded vocational students. This resource is supplemental in nature.

PREREQUISITE STUDENT SKILLS

Retarded students in particular should have some prior background with the terms presented (topic areas in description above).

● RECOMMENDED   0 NOT RECOMMENDED

TITLE
VOCATIONAL SKILLS TRAINING PROGRAM FOR THE VISUALLY HANDICAPPED: INDUSTRIAL ARTS CURRICULUM GUIDE

AUTHOR
Gaver

SOURCE
ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: ED073 577 Price: $6.58 Copyright: 1972

SUBJECT AREA: Carpentry

HANDICAPPED AREA: Visually impaired

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 122

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is an industrial arts curriculum guide designed to meet the vocational education needs of visually impaired students at secondary and post secondary levels. Fourteen chapters cover such topics as: Shop Travel, Techniques (Carrying awkward objects in the shop), Shop Orientation, Measuring Devices, Hand Tools, Electric Hand Tools, Various Power Tools, etc. The curriculum guide provides counselors and educators with guidelines demonstrating the techniques required for the instruction of visually handicapped students.

The guide is divided into sections pertaining to the woodworking equipment commonly found in the school shop. Sections contain descriptions, safety procedures, adaptations, orientation, exceptions, operating procedures, maintenance, and references.

COMMENTS

This resource provides basic guidelines for instruction of the vision impaired in the area of woodworking. The content is primarily industrial arts in nature, but could be modified for use as an introductory level vocational program.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WORKING WITH WOOD
(Series of 3, see back)

AUTHOR Salmon

SOURCE Universal Education and Visual Arts
The U-STAR COMPANY
A Division of Universal City Studios, Inc.
100 Universal City Plaza
Universal City, Cal. 91608

Order #: 17033
Price: $18.00
Copyright: 1967

SUBJECT AREA Carpentry

HANDICAPPED AREA Hearing Impaired

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

● film loop/strip: 35 mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ______ grade

○ high interest level motivator: ____________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

MARYLAND VCRD

DESCRIPTION

Working with Wood consists of 3 filmstrips;

1. Hand Tools
2. The Lathe - Spindle Turning
3. The Lathe - Face Plate Turning.

All filmstrips are captioned.

The teacher's guide gives suggestions for activities and discussion questions.

COMMENTS

The filmstrips about the lathe may be hard to follow unless students are familiar with the machine.

Hand Tools seems to end in the middle of an explanation about files, but the rest of the film is good.

PREREQUISITE STUDENT SKILLS

Reading skills sufficient to read the captions on the filmstrips.
Basic familiarity with woodshop.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **HUMAN HAIR**

AUTHOR

SOURCE **Milady Publishing Corporation**
3839 White Plains Road
Bronx, New York 10467

Order #: 13-1.8 Price: $95.00

SUBJECT AREA **Cosmetology**

HANDICAPPED AREA **Deaf, Hearing Impaired**
Mildly Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
● 35mm slide with cassette

● length: 31 minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 9

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ● color

DESCRIPTION

Human Hair is a set of 47 slides packaged in typical 35mm slide box and a cassette recorded with audible and inaudible pulse. An instructor's guide contains suggestions and brief description of each slide. Slides show hair structure, growth, replacement and the effect on hair of permanent waving, coloring, shampooing and age.

COMMENTS

Inaudible pulse cassette malfunctioned. Cassette narration renders this set unsuitable for the target population. Instructor would use the slides to make presentation but that would require involved advanced preparation.

Recommended that slides be used only.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

Assumes anatomy vocabulary and understanding of basic chemistry principles. Some reading skill required.

● RECOMMENDED   0 NOT RECOMMENDED

VC
RD
MARYLAND

TITLE MANICURING

AUTHOR

SOURCE Milady Publications Corp.
3835 White Plains Road
Bronx, New York 10467

Order #: 13-18 Price: $95.00

SUBJECT AREA Cosmetology

HANDICAPPED AREA Hearing Impaired, Deaf
Mildly Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
● 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: ___9___

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
○ B/W ● color

DESCRIPTION

Manicuring is a set of 120 slides and teacher's manual. The slides go step-by-step, setting up, performing, and cleaning up after the manicure. The slides are in two regular 35 mm slide boxes and are numbered. Descriptions of each slide are contained in the instructor's guide. The guide also offers suggestions for use.

COMMENTS

Subject used and manicurist are caucasian females. Presentation of the slides will require involved preparation by the instructor. Time may be needed to insert in carousel or correct positioning in stack loader. Slides are versatile as the order of presentation can be changed. Slides can be reversed to facilitate demonstration for the left-handed student. Visual perception of process is difficult in some slides.

Effective use is dependent on instructor.

PREREQUISITE STUDENT SKILLS

Student will need to know or learn concurrently manicuring vocabulary.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PREPARATION OF A PATRON

AUTHOR

SOURCE Milady Publishing Corp.
3839 White Plains Road
Bronx, N.Y. 10467

Order #: 13-1.5 Price: $55.00

SUBJECT AREA Cosmetology

HANDICAPPED AREA Mildly Mentally Retarded (Can be adpated for deaf and hard of hearing)

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ● 35mm slide with cassette
- ● length: 14 minutes
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 5

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ____________

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ○ B/W ● color

DESCRIPTION

Preparation of a Patron is a 35 slide presentation with cassette (recorded with audible and inaudible pulse) showing greeting and care of patrons during the first few minutes of their visit.

The teacher's guide contains instruction for use and brief description of each slide.

COMMENTS

Setting in slides is not contemporary. Narration is good but moves quickly. Instructor's guide gives enough meaningful information so that an effective presentation could be made to deaf students if advanced preparations were made.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

Minor vocabulary in the area.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **SHAMPOOING**

AUTHOR

SOURCE Milady Publishing Corp.
3839 White Plains Road
Bronx, N.Y. 10467

Order #: 13-1.2 Price: $66.00

SUBJECT AREA Cosmetology

HANDICAPPED AREA Hearing Impaired, Deaf, Mildly Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
● 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:
____

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
○ B/W ● color

VCRD

DESCRIPTION

Shampooing is a 54 slide presentation of the steps in beauty shop shampooing. It is packaged in typical 35 mm slide box. The instructor's guide contains suggestions for use and description of each slide. Slides show how to prepare the patron and the techniques of shampooing, rinsing, and combing hair.

COMMENTS

Setting is not contemporary. Will require involved preparation by instructor to achieve any effectiveness.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

basic manaul dexterity

● RECOMMENDED 0 NOT RECOMMENDED

TITLE VISUAL GLOSSARY
(Part 3)

AUTHOR

SOURCE Milady Publishing Corp.
3839 White Plains Road
Bronx, N.Y. 10467

Order #: 13-1.40 Price: $120.00

SUBJECT AREA Cosmetology

HANDICAPPED AREA Mildly Mentally Retarded

INTENDED USE

- ● student resource
- ● teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ● 35mm slide with cassette
- ● length: 96 minutes
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 19

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ____________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ○ B/W ● color

DESCRIPTION

Visual Glossary Part 3 has 3 sections:

1) Slides: 1-47, 1 cassette, time: 44:00
2) Slides: 48-69, 1 cassette, time: 22:15
3) Slides: 70-83, 1 cassette, time: 30:00

Vocabulary areas include bacteriology, chemistry, beauty salon terms, anatomy, etc.

Words are listed 5-6/slide, no pictures

The instructor's guide gives an overview of the format, pronunciation, guide, list of words covered, and on what slide each word appears. Narrator pronounces, defines, pronounces twice more each word.

Note: Visual Glossary is designed to accompany The Van Dean Manual.

COMMENTS

Slides can be used to present vocabulary in many ways. It is not necessary to use the Van Dean Manual. Definitions are as complex as the terms themselves. Tapes are not designed to be used at one sitting; rather they are to be used to introduce difficult terms that may be encountered in a chapter and/or assignment.

Most effective use will require involved advanced preparation by the teacher.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

moderate reading skills

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **CUSTODIAL ORIENTATION AND ASSESSMENT PROGRAM**

AUTHOR Dornfeld

SOURCE Stout Vocational Rehabilitation Institute
University of Wisconsin
Menomonie, Wisconsin 54751

Order #: By title Price: $25.00 Copyright: 1978

SUBJECT AREA Custodial and Maintenance

HANDICAPPED AREA Mentally retarded

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
0 performance objectives
● simple directions
● student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: ____ mm
0 film loop/strip with cassette

0 film reel-to-reel: ____ mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
● other: cassettes

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
● stapled
0 plastic spine
● number of pages: ______

MATERIAL READABILITY

● large print format
● double column copy
● generous paragraph spacing
0 reading level: professional

● reading level: 7 grade

● high interest level motivator:
Pictures and cassettes

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W 0 color

VCRD

DESCRIPTION

Custodial Orientation and Assessment Program is contained in a 3-ring binder. The course includes: 2 cassette tapes identically recorded with the text of the student booklet, the student booklet (50 pages long) and a 19-page instructor's manual.

The course covers an introduction to custodial work and "how to" sections on window washing, dust mopping, damp mopping and buffing.

The instructor's manual includes a list of materials needed, observation sheets for each of the tasks and instructions for use of the program.

COMMENTS

Sex bias and racial bias are present throughout presentation.

Tape narration may be recorded too fast to provide maximum learning.

Good program for custodial training.

PREREQUISITE STUDENT SKILLS

Close to full use of all extremities; able to lift 50 pounds.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOSPITALITY - A TEACHER'S GUIDE TO AN EMPLOYMENT ORIENTATION COURSE FOR SPECIAL NEEDS STUDENTS

AUTHOR Grubb

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer CAmpus
New Brunswick, New Jersey 08903

Order #: SP-389 Price: $1.50 Copyright: 1976

SUBJECT AREA Custodial and Maintenance

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 20

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ______________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This booklet is an exploratory unit designed to evaluate the abilities of special needs students, and mainstream them into regular vocational courses. The booklet contains 10 lessons, each of which includes: objectives, lesson content, teacher preparation, student activity, and evaluation. A list of references is included as well as masters for transparencies and handout sheets.

COMMENTS

This teacher's guide could serve as the basis for a short program designed to teach the basic skills required of a cleaning person in the hotel-motel industry. There is strong stress on "hands-on" or demonstration activities and demonstrations. The reproduction masters use simple, clear language.

PREREQUISITE STUDENT SKILLS

Professional Resource.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOUSEKEEPING: BATHROOM CLEANING

AUTHOR

SOURCE National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

Order #: See back Copyright: 1977

SUBJECT AREA Custodial and Maintenance

HANDICAPPED AREA Mildly mentally retarded

INTENDED USE

● student resource
● teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
● film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

● length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 4

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 8 grade

0 high interest level motivator: ____________________

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

Housekeeping: Bathroom Cleaning is ordered in two parts:

1. Filmstrip and cassette: #S-850 $75.00
2. Study kit : #S-850 $11.00

The study kit includes a leader's guide (2 pages) and 50 study guides (4 pages each).

The filmstrip covers how to clean the sink, shower/tub, floor and toilet.

COMMENTS

Filmstrip moves quickly and provides little repetition.

Good as part of an overall training program but additional reinforcement will be required.

Recommended with reservations due to fast pace.

PREREQUISITE STUDENT SKILLS

Some reading.

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VCRD

TITLE HOUSEKEEPING: GUEST ROOM PREPARATION

AUTHOR

SOURCE National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

Order #: S-851 Price: $65.00 filmstrip/cassette
11.00 study kit Copyright: 1969

SUBJECT AREA Custodial and Maintenance

HANDICAPPED AREA Mentally Retarded, Deaf

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
○ student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
● film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 8.5 minutes *
○ overhead projectuals
○ B/W ● color
○ games
○ other: ______

*A/V Presentation Time Only

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 2 (Tchr. Guide) 4 (Student Work Sheet)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

● reading level: 5-6 grade

○ high interest level motivator: ______

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of a filmstrip, cassette cartridge (recorded with audible and inaudible pulse), 40 consummable student study guides, and a brief (2 page) teacher's guide. The resource is designed to assist in the development of housekeeping skills as applied to the hotel/motel industry.

Male narration is moderate in pace. The characters depicted throughout the presentation is a female of Hispanic background. Cultural stereotyping, therefore, is evident. The resource does not address skills other than bed-making and room organization. Bathroom cleaning and stocking is not mentioned or alluded to.

COMMENTS

This resource is somewhat limited in scope as guest room preparation should mention bathroom cleaning and stocking.

The purchase price of this item is high compared to similar resources from other developers.

This resource is, therefore, not recommended.

PREREQUISITE STUDENT SKILLS

Reading level specified on front page of this form.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE TRAINING BLIND AND VISUALLY HANDICAPPED COMPUTER PROGRAMMERS

AUTHOR Charlston, et.al.

SOURCE ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210
Order #: ED 125 579 Price: $1.67

SUBJECT AREA Data Processing

HANDICAPPED AREA Bling, Visually Impaired.

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 7

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This document appears to be the final report of a project desigend to prepare blind and vision impaired persons for employment as computer programmers. Topical areas mentioned include: Student Selection, Curriculum, Teaching Techniques and Aids, and Project Summary.

COMMENTS

The report is very brief. While it may convey some information concerning the training of the visually impaired, the brevity of content makes this resource not recommended.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

VC
RD

TITLE BASIC ELECTRICITY
(4 parts)

AUTHOR Kilmer

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order#: EY-435 Price: $9.00/4-part set Copyright: 1977

SUBJECT AREA Electricity

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 322

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 3-5 grade
- ● high interest level motivator: electricity

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This simply written series is available in four parts: (1) Shop Safety, Tools, Electrical Symbols and Circuits, (2) Electrical Theory, Magnetism, (3) Ohm's Law, Voltages, Measuring Voltage and Current, Watt-Hour Meter, and (4) Splicing Wires, Grounding, Signal Systems. New vocabulary is stressed throught with definitions and phonetic pronunciations. Simple assignments are included with the lessons.

COMMENTS

This series uses the simplist possible language and many line drawings. It is suitable for beginners in the trade who are poor readers. Although the series is printed in four separate booklets, it is available only in complete sets. The booklets can be easily used for either group or individual instruction.

PREREQUISITE STUDENT SKILLS

Reading on the 3rd-5th grade level is required. Simple math is helpful but it is covered in the texts. Previous knowledge of electricity is not required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ELECTRONIC ASSEMBLY SELF-INSTRUCTIONAL TRAINING SYSTEM FOR THE DEAF: DOCUMENTARY REPORT

AUTHOR Persselin

SOURCE
ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: ED 112 600 Price: $4.43 Copyright: 1970

SUBJECT AREA Electronics

HANDICAPPED AREA Deaf

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette
○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette
○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 108

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional
○ reading level: ________ grade
○ high interest level motivator: ______________________

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource reports the origins and development of the Electronic Assembly Self-Instructional Training System for the Deaf. This training system is intended to prepare deaf high school students for entry level electronic assembly jobs in industry. The system consists of seven consumable programmed textbooks. Titles are:

Mechanical Assembly
Wire Preparation
Assembly Soldering
Wire Installation
Component Installation
Electronic Assembly Rework Techniques
Wire Harness Building and Installation

The system includes eighteen filmstrips, teacher materials, and assessment materials. The report describes the content and function of the system. Developmental antecedents of the system are identified, and results of field testing are reported.

COMMENTS

The Electronic Assembly Self-Instructional Training System for the Deaf is not available for review at the MVCRDC. System cost per work station is approximately $1,000. Cost of consumables per student is $35.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CINDERELLA'S 3 SISTERS

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minn. 55416

Order #: 2103 CS/S Price: $25.00 Copyright: 1964, 1965

SUBJECT AREA Food Industries

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 12 minutes
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ● other: 33 1/3 LP record with filmstrip

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 4 (Posttest)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource consists of a filmstrip, record, and set of 15 post-tests. The filmstrip is manually advanced, but no audible pulse is provided on the audio tract. Characters are cartoon type. The male narration is in a story-type format.

This resource illustrates the skills and knowledge expected of a competent waitress. Repetition of key concepts is evident throughout.

The humorous story dialog makes this resource motivating. The post-test does not contain an answer key.

No instructor materials are provided. Packaging is poor. Pace is moderate.

COMMENTS

The nature of the cartoon characters and dialog permits this resource to appear contemporary in spite of the 1965 copyright. Dialog is humorous, but content is meaningful.

An instructor's guide and cued advance would make the resource more serviceable, but the content, motivational character of the filmstrip/dialog and concept repetition lend this item for use with the mildly mentally retarded.

PREREQUISITE STUDENT SKILLS

Basic knowledge of waitress/waiter occupation.

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE DAN THE DEPENDABLE DISHWASHER

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 5800DD Price: #25.00 Copyright: 1975

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

- ● student resource
- 0 teacher resource
- 0 administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- 0 post-secondary
- 0 adult education

INSTRUCTIONAL FORMAT

- 0 subject index
- 0 bibliography/references
- 0 performance objectives
- 0 simple directions
- 0 student activities
- 0 student work sheets
- 0 review questions
- 0 answer key
- 0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- 0 film loop/strip: _____ mm
- ● film loop/strip with cassette
- 0 film reel-to-reel: _____ mm
- 0 35mm slide
- 0 35mm slide with cassette
- ● length: ± 10 minutes
- 0 overhead projectuals
- ● B/W ● color
- 0 games
- 0 other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- 0 promotes development of psycho-motor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- ● reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- 0 loose leaf
- 0 stapled
- 0 plastic spine
- 0 number of pages: ______

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- 0 reading level: professional
- 0 reading level: ______ grade
- 0 high interest level motivator: ____________

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 B/W 0 color

VCRD

DESCRIPTION

The qualifications needed to be a diswasher, such as being fast, careful, and skilled are covered. The techniques and steps of dishwashing: sorting, scraping, rinsing and racking are presented. Other concepts such as the water temperature, the washing time and rinsing time and the amount of soap used are discussed. The filmstrip and cassette are durable and suitably packaged.

COMMENTS

The pace of the film is suitable for a wide range of handicapped students. The narration is concise but not technical. The film is simple, giving information without complicating the idea with extra information or distractions. This could be used for career awareness or a food industries class.

PREREQUISITE STUDENT SKILLS

Previous knowledge or skills in the food service area are not needed.

● RECOMMENDED ○ NOT RECOMMENDED

MARYLAND VCRD

TITLE DISHWASHER TRAINING PROGRAM

AUTHOR

SOURCE Learning Information, Inc.
315 Central Park West
New York, N.Y. 10025

Order #: Dishwasher Training Prog./LID Price: $75.00

SUBJECT AREA Food Industries

HANDICAPPED AREA Hearing Impaired/Deaf
Mentally retarded

INTENDED USE

- ● student resource
- ● teacher resource
- 0 administrator resource
- 0 individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- 0 subject index
- 0 bibliography/references
- 0 performance objectives
- 0 simple directions
- ● student activities
- 0 student work sheets
- 0 review questions
- 0 answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ● film loop/strip: 35 mm
- 0 film loop/strip with cassette
- 0 film reel-to-reel: _____ mm
- 0 35mm slide
- 0 35mm slide with cassette
- ● length: See back minutes
- 0 overhead projectuals
- 0 B/W ● color
- 0 games
- 0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- 0 develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- 0 provides immediate feedback
- 0 modifiable instructional format
- 0 reinforces positive personal/social behavior
- 0 avoids sex stereotyping
- 0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

- 0 hardbound
- 0 paper bound
- 0 loose leaf
- ● stapled
- 0 plastic spine
- ● number of pages: 24

MATERIAL READABILITY

- 0 large print format
- 0 double column copy
- 0 generous paragraph spacing
- 0 reading level: professional
- 0 reading level: _______ grade
- ● high interest level motivator: questions in filmstrip

ILLUSTRATIONS

- 0 drawings/cartoons
- 0 photographs
- 0 charts/graphs
- 0 B/W 0 color

DESCRIPTION

The Dishwasher Training Program consists of 4 fimstrips and a 24 page leader's guide. The filmstrips cover care of the station, proper racking and types of machines, operating the machine, cleaning the machine and a review. The filmstrips are captioned; no sound is provided. The filmstrips illustrate a point and immediately ask a question for students to answer regarding that point.

The leader's guide contains additional activities to re-enforce learning and how to use the filmstrips to gain maximal effectiveness.

COMMENTS

The filmstrips are culturally and racially fair but very sex biased.

The questions asked are not answered within the filmstrip so a leader must be present.

The filmstrips are good training tools.

The leader's guide requires advanced preparation to discern the best ways to use the material.

There are many other titles using this format available from the publisher.

PREREQUISITE STUDENT SKILLS

Reading ability sufficient to read the captions on the filmstrips.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE DISHWASHING: BY HAND AND BY MACHINE

AUTHOR Troutman

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-242 Price: $2.75 Copyright: 1974

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 25

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 5 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

The text provides instruction in hand and machine dishwashing for the student with learning problems caused by mental retardation, emotional or social problems, or physical or perceptual handicaps. The primary objective is vocational instruction. Experiments and assignments are included. The illustrations are line drawings.

COMMENTS

Access to a commercial dishwashing machine is necessary for full utilization of this material. However, the many line drawings, simple sentences and stress on acquiring language and trade skills together make it potentially useful in teaching.

PREREQUISITE STUDENT SKILLS

Previous skills in dishwashing are not required. Reading on the 5th grade level is required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE EFFICIENT SERVICE IN CAFETERIAS

AUTHOR

SOURCE National Educational Media, Inc.
15760 Ventural Blvd.
Encino, Cal. 91436

Order #: S819 Price: $65.00 filmstrip/cassette
11.00 study kit
1975
Copyright: 1977

SUBJECT AREA Food Industries

HANDICAPPED AREA Mentally Retarded
Learning Disabled

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● simple directions
0 student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
● film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

● length: 9+ minutes*
0 overhead projectuals
0 B/W ● color
0 games
0 other: ____________

* A/V Presentation Time Only

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 2 (Tchr. Guide)
4 (Student Work Sheet)

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

● reading level: 7 grade

0 high interest level motivator: ____________

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

This resource consists of a filmstrip, cassette cartridge, and 40 consumable student study guides. A brief (2 page) teacher's guide is included in the student study guide package. This resource is designed to enhance: attitudes toward cafeteria patrons, attitudes toward fellow workers, and awareness of the appearance of food items and work stations.

Narration in the presentation (male voice) is moderate to fast. Characters depicted are male and female adults of various races, however, minorities are depicted in stereotyped roles.

Important or key concepts are repeated, however, the generally fast pace of the presentation nagated this feature for the slower learner.

Packaging of the components is poor.

COMMENTS

This resource may be suitable for upper ability mentally retarded vocational students or perhaps learning disabled students with an interest in cafeteria work.

The pace may limit the use of this resource to a remedial or supplemental function. The purchase price of this resource is high in comparison with similar quality materials from other sources.

PREREQUISITE STUDENT SKILLS

Reading at the level specified on the front of this form.
Some knowledge of cafeteria work and procedures may be helpful.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE FAST FOOD SERVICE

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minn. 55416

Order #: 2807 FS/S Price: $25.00 Copyright: 1964, 1965

SUBJECT AREA Food Industries

HANDICAPPED AREA Mentally Retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: 12 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: 33 1/3 LP recored with filmstrip

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 6 (Posttest)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ________________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of a fimstrip, record, and set of 15 posttests. The filmstrip must be advanced manually, but no audible pulse is provided on the audio tract.

Characters shown are all females. Narration is male. Pace is moderate.

This resource illustrates the basic skills and knowlegde required by a waitress. Some concepts are repeated in the presentation. The posttest appears to be well developed, however, an answer key is not provided. No instructor materials were provided with this resource.

Packaging is poor.

COMMENTS

The characters shown and food/equipment prices cited reflect the 1960's. The non-cued filmstrip and lack of instructor's materials render this resource not recommended.

PREREQUISITE STUDENT SKILLS

Basic knowledge of waitress/ waiter occupation.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE	FOOD SERVICE
AUTHOR	Furneisen, Marie H. Katzenbach School for the Deaf
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103-Kilmer Campus 08903

Order #: See back Price: See back Copyright: 1971

SUBJECT AREA Food Industry	HANDICAPPED AREA Deaf

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette
○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette
○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 209

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional
● reading level: 2-3 grade
○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This simply worded and illustrated book is designed to instruct deaf children in the servicing of food in an institution. Topics include: cleanliness, safety, table setting, kitchen equipment, portioning, serving and removing food, and preparing simple desserts and salads. Extensive use of illustrations. Emphasis is placed on vocabulary and simple assignments are included in each lesson. A glossary is provided, as are unit achievement tests and a bibliography.

Teacher's Guide Order #: FO-67 Price: $5.75
Student Manual Order #: FO-68 Price: $5.75

COMMENTS

The reading level is artificially lowered by the use of short sentences. The needed vocabulary is introduced at the start of each lesson along with phonetic pronunciations and definitions. A glossary is provided for ready reference to these words at the end of the text. There are a few recipes included. The same cartoon-type blond girl is used for all the people illustrations. The illustrations are, however, simple and clear.

PREREQUISITE STUDENT SKILLS

Reading on the 2nd-3rd grade level is required. Simple measurement skills are taught in the text.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE **FOODS: A TEACHER'S GUIDE TO AN EMPLOYMENT ORIENTED COURSE FOR SPECIAL NEEDS STUDENTS**

AUTHOR Grubb

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey

Order #: SP-388 Price: $5.00 Copyright: 1976

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 178

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

VCRD

DESCRIPTION

This publication is an exploratory unit designed to evaluate the abilities of special needs students, and mainstream them into regular vocational courses. The publication contains 48 lessons, each of which includes: objectives, lesson content, teacher preparation, student activity, and evaluation. A list of references is included as well as masters for transparencies and/or handout sheets.

COMMENTS

This guide could serve as the basis for a course of study designed to teach the range of skills required of a cafeterial worker/cook. The extensive use of "hands on" and demonstration projects as well as both the quantity and quality of the masters may make it helpful to teachers.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

VCRD

TITLE **GRIDDLE AND SHORT ORDER COOKERY**

AUTHOR

SOURCE
National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

Order: S-807 Price: $65.00 filmstrip/cassette
11.00 study kit
Copyright: 1973

SUBJECT AREA Food Industries

HANDICAPPED AREA General Application

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
● simple directions
0 student activities
0 student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
● film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

● length: 8.5 minutes *
0 overhead projectuals
0 B/W ● color
0 games
0 other: __________

* A/V Presentation Time Only

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine 2 (Tchr. Guide)
● number of pages: 4 (Stu. Worksheet)

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional●

● reading level: 6-7 grade

0 high interest level motivator: __________

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

This resource provides a brief explanation of selected equipment and skills utilized by short order and griddle cooks. It consist of a filmstrip, cassette cartridge (with automatic and manual advance), 40 student work sheets, and a brief teacher's guide.

Key points stressed are: timing, teamwork, and coordination. Major emphasis is placed on use and maintenance of the griddle. Other equipment, such as the steam table, broiler, deep fat fryer, etc. are mentioned in passing.

All cooks portrayed are males of different races. Narration (male voice) is paced moderately. The resource is poorly packaged.

COMMENTS

This resource provides a cursory overview of the duties of a short order cook. It would be suitable as introductory or career awareness media. The cost may prohibit its incorporation as some similar resources, having equal or greater content, are priced lower.

●

PREREQUISITE STUDENT SKILLS

None.

● RECOMMENDED　　0 NOT RECOMMENDED

TITLE JACK AND THE BEANPLATE

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 300 BS/5 Price: $25.00 Copyright: 1974

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
● film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: ± 15 minutes
0 overhead projectuals
● B/W ● color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: ________

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

VCRD

DESCRIPTION

Personal traits of being clean and neatly groomed, clean clothing and uniforms, and being alert and enthusiastic are discussed. The bus boy's tasks are also covered such as stacking dishes and helping the waitresses. The physical quality of this material is good.

COMMENTS

The pace is suitable to a wide range of handicapped students. The film and tape are simplistic but concise. This material could be useful in classes in food service as well as career exploration. The title is misleading as this is not a case study of a busboy named Jack. The resource is sex-biased.

PREREQUISITE STUDENT SKILLS

Previous knowledge or skills in food service are not required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LANGUAGE WORKBOOK FOR FOOD SERVICE

AUTHOR Markoski

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: FO-88 Price: $4.50 Copyright: 1977

SUBJECT AREA Food Industries

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 159

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 4-5 grade
- ● high interest level motivator: Illustrations

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This text-workbook is completely correlated with Food Service (F)-(68) but intended to be used in an English class. It is designed primarily to assist the trade instructor by familiarizing the students with the language of the trade and, additionally, to motivate the learning of communication skills. It stresses reading, writing, word meanings and usage, spelling, and rudimentary grammar, and at the same time reinforces trade knowledge. Illustrations include pictures from the food service manual and drawings of hands showing the deaf-language signs for some concepts.

COMMENTS

The low reading level and the teaching of language arts skills that relate to the trade make this item well suited to the deaf student. Recipes and instructions for performing many food service tasks such as making sandwiches are included. No minorities are shown.

PREREQUISITE STUDENT SKILLS

Reading at the 5th grade level is required. Food Service skills are not required to use this text, but its use, along with food service instruction, would be more meaningful.

● RECOMMENDED   O NOT RECOMMENDED

TITLE OUR SECOND FOODS BOOK

AUTHOR Pieslack

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HM-43 Price: $5.75 Copyright: 1977

SUBJECT AREA Food Industries

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 206

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4 - 5 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

The second in a series of three, this manual covers such topical areas as: breads, basic nutrition, vegetables, salads, cheese, macaroni products and rice, soup, deserts, cookies, pies, freezing, and luncheons. A total of 109 lessons are included. Lessons include student activities. New words are written in syllables and explained in each lesson, they are also repeated in the glossary for reference use.

COMMENTS

In view of the special attention to the explanation and pronunciation of words, in the context of the food industry, this text is well suited to serve the needs of deaf students. The ample use of photographs and line drawings make this material suitable and interesting. This text is also sex biased.

PREREQUISITE STUDENT SKILLS

This text is a sequel to "Out First Foods Book".

● RECOMMENDED ○ NOT RECOMMENDED

TITLE OUR THIRD FOODS BOOK

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HM-42 Price: $8.00 Copyright: 1977

SUBJECT AREA Food Industries

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette
0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette
0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 188 +

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional
● reading level: 4-5 grade
0 high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

As the last in the series, the information included is more sophisticated. Sections on meat and poultry cuts are extensively illustrated. Topical areas include: cooking aids, facts about meats, cuts of meat, beef, lamb, veal, pork, ready-to-eat and canned meats, variety meats, poultry, fish, outdoor cooking, carving, and spices and herbs. Lessons include assignments and vocabulary words. A glossary and unit achievement tests are provided.

COMMENTS

This text, like the previous texts in the series, pays attention to the explanation and pronunciation of words, in the context of the food industry. The ample use of photographs and line drawings in this material makes it well suited to meet the needs of the deaf student. This text is sex biased.

PREREQUISITE STUDENT SKILLS

This text is a sequel to "Our Second Foods Book".

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE SANITATION SERIES
(Series of 3, see back)

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 5000 Price: $75.00 Copyright: 1975

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
● film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: 5-10 minutes each
○ overhead projectuals
● B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

MARYLAND VCRD

DESCRIPTION

This is a series of 3 separate units titled: Clean Food, Clean People, and Clean Restaurant. These units explain the importance of sanitation as well as the steps to insure proper sanitation associated with the restaurant business.

COMMENTS

The pace of this material is suitable for handicapped students. The examples used in the filmstrips are simple and to the point. Some review is built into the presentation but to make it more effective, a review session afterward is advisable. Vocabulary is kept to a reasonable level.

PREREQUISITE STUDENT SKILLS

Previous skills are not assumed. However, an interest in the food industry would be helpful for motivational purposes.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE STORAGE AND RECEIVING PROCEDURES

AUTHOR

SOURCE National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

Order #: See back Copyright: 1973

SUBJECT AREA Food industries

HANDICAPPED AREA Mildly mentally retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
● film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: _________ minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 9 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

VCRD

DESCRIPTION

The materials for Storage and Receiving Procedures are ordered as two separate components:

1. Filmstrip and cassettes: #5808 - $65.00
2. Study kit : #5808 - $11.00

The study kit contains a 2-page instructor's sheet and 50 study guides (4 pages each) for the students. These do not have to be consumable. The filmstrip covers the receiving and inspecting of goods and their storage. It introduced various forms such as purchase orders, packing slips, etc.

COMMENTS

The film assumes vocabulary of the food industry. Tries to make job appear more complex than it already is in order to promote respectability. The job is important but not too complex.

This should be used only as a part of a larger training program.

Handicapped would probably have trouble comprehending the message.

PREREQUISITE STUDENT SKILLS

Vocabulary of food industry

○ RECOMMENDED ● NOT RECOMMENDED

TITLE **WALLY THE WILLING WAITER**

AUTHOR

SOURCE **Restaurant-Hotel Learning Aids**
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 350 WS/S Price: $25.00 Copyright: 1974

SUBJECT AREA **Food Industries**

HANDICAPPED AREA **Multiple Use**

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
● film loop/strip with cassette
0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette
● length: ± 10 minutes
0 overhead projectuals
● B/W ● color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
0 plastic spine
0 number of pages: ________

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional
0 reading level: ________ grade
0 high interest level motivator:
____

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

This set includes one filmstrip and one cassette tape. The traits needed to be a good waiter are covered, including being friendly, clean, courteous, alert, efficient, agreeable, discreet, sanitary, and willing. The physical quality of this material is good and it is durably packaged.

COMMENTS

The pace is suitable for a wide range of handicapped students. The film and narration are simplistic yet concise. This material could be useful in food service classes and for career education. This is a sex-role stereotyped presentation as the waiter is portrayed in a "fancier" restaurant than the waitress of the other filmstrip.

PREREQUISITE STUDENT SKILLS

Prerequisite skills and knowledge of the food service industry are not needed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WHAT IS A COOK?

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 1000 Price: $25.00 Copyright: 1975

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
● film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: ± 10 minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This lesson consisting of one filmstrip and cassette tape, covers the skills needed to be a cook. These are technical knowledge, experience, concern, pride, tact and leadership. The character in the filmstrip is a mime using facial expressions and hand gestures, along with holding and pointing to signs and objects to present the concepts. The narration is good and the two compliment each other. The quality of the material is good.

COMMENTS

The pace is suitable for a wide range of handicapped students. The narration is simple but the major ideas are covered and reinforced. The film is simple, showing needed facts without distractions. This film would be helpful for career awareness as well as instructional in a food service class.

PREREQUISITE STUDENT SKILLS

No food service background is assumed or required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE WHAT IS A HOSTESS?

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 1200 WD   Price: $25.00   Copyright: 1975

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
● film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: ± 15 minutes
○ overhead projectuals
● B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: _______

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This material covers the trade skills and personal qualities needed to be a good hostess. The material is good quality and is shipped in a box that is suitable for storage. The central character in the fimstrip is a mime. Her actions and gestures, such as pointing to signs, along with the narration, tell the story.

COMMENTS

The pace makes this material suitable to a wide range of handicapped students. The material is simplistic, yet concise. This material is suitable for a class in food service as well as for career exploration. Sex bias is present.

PREREQUISITE STUDENT SKILLS

Previous knowledge or skills in food service are not required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE WHAT IS A WAITRESS?

AUTHOR

SOURCE Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, Minnesota 55416

Order #: 1100 HCR Price: $25.00 Copyright: 1975

SUBJECT AREA Food Industries

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
● film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: ± 10 minutes
○ overhead projectuals
● B/W ● color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This package consists of one filmstirp and cassette tape. The skills and traits needed to be a waitress are covered. These include: being a manager, a technician, psychologist, salesman, entertainer, friend, entrepreneur, trainer, business person, student and achiever. The rewards for being a good waitress are: satisfaction and a good future with the possibility of advancement. The quality of the material is good.

COMMENTS

Contains sex-role stereotyped presentation because waitress is portrayed as cafe-type as opposed to waiter in fancy restaurant. This film is paced so that it is suitable for a wide range of handicapped students. The narration is simple yet concise. The film also simply gives needed information without complicating the idea with excess information or distractions. This package could be used for career awareness as well as in a food service class. There is not a lot of repetition of new vocabulary.

PREREQUISITE STUDENT SKILLS

Some vocabulary may be difficult and require pre-filmstrip introduction.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE THE IN-PLANT PRINTER

AUTHOR Bailey

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: GA-397 Price: $4.50 Copyright: 1977

SUBJECT AREA Graphics

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 159

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 3 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This manual covers the techniques required for cold composition and offset printing. Topical areas include: papers and paper handling, hand lettering, press types, layout and design, proportioning, pasteup, stripping, platemaking, offset press operation, bindery, and finish work. Procedures for the following machines are detailed: Headliner, Strip-Printer, Itek Platemaster, and A.B. Dick Offset Press #360.

COMMENTS

The attention to vocabulary, extensive use of line illustrations, and format of short sample lessons makes this text well suited for the deaf student.

PREREQUISITE STUDENT SKILLS

Reading on at least 3rd grade level is required. No previous experience is required in the content area.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE YOU'VE GOT IT, DANNY! LANGUAGE DEVELOPMENT IN GRAPHIC ARTS

AUTHOR Isaacson

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: EN-384 Price: $4.25 Copyright: 1976

SUBJECT AREA Graphics

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 88 + Answer Key

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 3 grade

● high interest level motivator:
Graphic Arts

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This manual for special needs students provides activity lessons in the graphic arts area. The contents include such areas as: Getting the Main Idea, Getting the Meaning from the Context, True-False Questions, Sentences to Complete, Vocabulary/Spelling Exercises, Word-Find Puzzles, and Crossword Puzzles.

COMMENTS

The game format, low reading level, vocational orientation, and wide use of illustrations make this material suitable for use with the handicapped student in a program focusing on graphic arts. The manual is designed so that it can be used for either group or individual instruction. Language development is stressed throughout this text, key vocabulary words are given along with definitions and phonetic pronunciations.

PREREQUISITE STUDENT SKILLS

Previous skills in graphic arts are not required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE HOME NURSING

AUTHOR Kirtz

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HL-71 Price: $5.00 Copyright: 1972

SUBJECT AREA Health Occupations

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: ________ grade
- ○ high interest level motivator: ________________________________

ILLUSTRATIONS

- ● drawings/cartoons
- ● photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This manual was developed for older deaf students in high school. It covers the essentials of caring for ill persons, from infants to the elderly, and contains basic biology as well as actual procedures. Also included are extensive chapters on first aid procedures, self-defense, and drug abuse.

COMMENTS

This material could be used as a training tool for Nurse Aids. The reading level and extensive use of illustrations as well as the emphasis placed on vocabulary makes it well suited for the deaf student.

PREREQUISITE STUDENT SKILLS

Reading on the 6th-8th grade level is required. This is a starting level text and previous nursing skills are not required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CHILD CARE

AUTHOR Kirtz

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HM-254 Price: $4.25

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 104

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 6 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

The manual is written for deaf teenagers. Topics include: "Where the Baby Comes from," Growth Before Birth, Prenatal Care of Mother, Preparing for the Baby, Birth, Care of the Newborn, Physical and Mental Development, Problems of Infants, Toilet Training, Keeping Baby Healthy, Managing the Child, Character Training, and Entertaining Children. Lessons contain vocabulary and assignments.

COMMENTS

This manual introduces key vocabulary in each lesson. It includes many illustrations. Students preparing for nursing, child care careers or parenthood could use this material.

PREREQUISITE STUDENT SKILLS

Reading level on the 6th grade level is required.

● RECOMMENDED ○ NOT RECOMMENDED

MARYLAND VCRD

TITLE DEVELOPMENT OF INSTRUCTIONAL MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EMR STUDENTS

AUTHOR Horn and Barsness

SOURCE
ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: ED 112 265 Price: $1.95 Copyright: 1975

SUBJECT AREA	Home Economics/Needle Trades	**HANDICAPPED AREA**	Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 31

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is the final report of a project which sought to field test home economics materials for mentally retarded students. The report consists mainly of tabular data pertaining to teacher evaluation of the materials. Samples of the field tested curriculum materials are not included in the report. The field test evaluation instrument is appended.

COMMENTS

This resource is of minimal value if the reader does not have the curriculum materials which were field tested. The resource is not recommended for that reason.

PREREQUISITE STUDENT SKILLS

0 RECOMMENDED ● NOT RECOMMENDED

TITLE	DRAPERY MAKING I
AUTHOR	Kane
SOURCE	The New Jersey Vocational-Technical Curriculum Laboratory Rutgers State University Building 4103-Kilmer Campus New Brunswick, N.Y.
	Order #: DP 126 Price: $5.00

SUBJECT AREA	Home Economics/Needle Trades	HANDICAPPED AREA	Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 196+ Achievement tests

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 5.5 grade

● high interest level motivator:

Subject area

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

Units include: Introduction to Drapery Making; Good Work Habits; Care and Use of Tools and Equipment; Fabric Study; Draperies; Curtains; Arithmetic for Drapery Making; and Instruction Sheets. Each of the lessons within these units has its own vocabulary section with definitions and phonetic pronunciations. Each lesson also lists objectives for that lesson. A glossary is provided at the end of the book. Achievement tests are provided for each unit.

COMMENTS

The lessons are short, simple and well designed. They are well illustrated with simple line drawings that are well suited for handicapped students.

PREREQUISITE STUDENT SKILLS

Reading at the mentioned level and physical ability to sew. Previous sewing skills would be helpful.

● RECOMMENDED   O NOT RECOMMENDED

TITLE A GUIDE FOR TEACHING NUTRITION AND FOODS

AUTHOR Redick

SOURCE The Interstate Printers and Publishers, Inc.
Danville, Illinois 61832

Price not available. Review from preliminary edition.

Order #: See description Price: See description

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Multiple Areas

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 226

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This teacher's guide is designed to provide curriculum suggestions for the Home Economics teacher faced with mainstreaming of handicapped students. Contained within are: objectives, concepts, generalizations, learning activities, and resources for use with non-handicapped and handicapped students. A sampling of the content areas includes such topics as Food for Health, Consumer Buying, Kitchen Equipment, Preparing Foods Creatively, Careers Related to Nutrition and Foods, etc. The appendix contains teaching games and materials. The price is not available. The text was reviewed from a preliminary edition.

COMMENTS

This publication is designed specifically for mainstreaming handicapped students in Home Economics. There are many suggestions for field trips, "hands on" activities and demonstrations.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HOME ECONOMICS AND THE EXCEPTIONAL STUDENT

AUTHOR Montclair State University, Dept. of Home Economics

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #" HM-382 Price: $3.75 Copyright: 1976

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 41

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This handbook was developed for home economics teachers working with mentally retarded children. The handbook is essentially the proceedings of a workshop sponsored by the New Jersey Department of Education and Montclair State College. The goal was to improve the quality of instruction in the Home Economics classroom. Topics included characteristics of the mentally retarded, life skill competencies, curriculum suggestions, and school and community resources. A resource list is included.

COMMENTS

New Jersey requirements for programs and resources were stressed.

PREREQUISITE STUDENT SKILLS

Professional Material.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE I CARE FOR MY HOME

AUTHOR Stem

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903
Order #: HM-385 Price: $6.50 Copyright: 1976

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 268

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 3-4 grade

0 high interest level motivator: ________________________________

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This publication consists of 45 simple lessons dealing with: the physical arrangement of a home, care of the home, laundry care, and home safety. Each very simple lesson contains an objective, vocabulary, information, and an assignment. Lessons are illustrated with stylized drawings. A glossary included.

COMMENTS

Extensive use of stylized drawings and simple language lends this publication to the use of deaf students. Vocabulary is stressed and a glossary with phonetic pronunciation is provided. No males and few minorities are pictured. It was developed to be used with a class, but individual students may be able to use it also.

PREREQUISITE STUDENT SKILLS

Reading at the 3rd to 4th grade level is required. Basic writing skills are required to answer simple questions.

● RECOMMENDED   0 NOT RECOMMENDED

MARYLAND VCRD

TITLE INSTRUCTIONAL MATERIALS FOR USE WITH EDUCABLE MENTALLY RETARDED STUDENTS ENROLLED IN HOME ECONOMICS CLASSES

AUTHOR Horn and Barsness

SOURCE Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Order#; HE-5-1 Price: $6.50 Copyright: 1975

SUBJECT AREA Home Economics/ Needle Trades

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: ____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: ____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf (3-hole punched)
- ○ stapled
- ○ plastic spine
- ● number of pages: 291+

MATERIAL READABILITY

- ● large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ● reading level: 3-4 grade
- ● high interest level motivator: Home Economics

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This professional resource contains 17 self-contained lessons. Each includes performance objectives, suggested instructions for teachers, and student exercises/activities. Many lessons include an evaluation section. Masters for student exercises/activities are included. Topical areas are: child development, personal development/family relationships, clothing and textiles, consumer education, and foods and nutrition. The resource is self-pacing. The content level is general in nature. New vocabulary is explained prior to use in context. The resource contains a 68 page annotated bibliography. This bibliography is divided into professional and student sections.

COMMENTS

This resource is primarily of a supportive nature. Although it was designed for use with the mentally retarded, it may be suitable for deaf and perhaps some learning disabled students.

PREREQUISITE STUDENT SKILLS

3-4 grade reading level.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LANGUAGE WORKBOOK FOR POWER SEWING

AUTHOR Mankoski

SOURCE New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: NT-152 Price: $4.75 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 157

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: n/a grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This manual is based on the student workbook "Power Sewing." It covers the same material from drilling students in reading and communication of skills. The units are:

The Power Sewing Machine	Single-Needle Sewing Projects
The Single-Needle Lockstitch Machine	Other Machines Used in Power Sewing
Primary Sewing Operations	Odds and Ends.

Power Sewing is also reviewed in this guide.

COMMENTS

Each unit introduces and requires new words to be used. The words are reinforced through visuals and exercises. Sentence construction using the new words is required. There are simple illustrations, simple directions, sentence construction, use of sign in pictures, and relevant exercises making this manual suitable for deaf students needing vocabulary in needle trades.

PREREQUISITE STUDENT SKILLS

Although not a prerequisite, the use of this material would be enhanced by conjointly using the text "Power Sewing."

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VCRD

TITLE LEARNING TO SEW
(Part I)

AUTHOR Funari

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: 206 Price: $5.00 Copyright: 1970

SUBJECT AREA	Home Economics/Needle Trades	HANDICAPPED AREA	Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 172

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4-6 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This basic sewing text is of a relatively low reading level. The text is composed of 67 lessons under the following unit topics: You Can Sew, Good Tools, Points for Beginners, Measurement, Basting Stitches, Basic Hand Stitches, Decorative Stitches, The Sewing Machine, and Using Your Sewing Machine. Lessons include objectives, information, vocabulary with definitions and phonetic pronunciations and assignments.

COMMENTS

The assignments are short sentences with blanks to be filled in but basically this is a guide to doing the sewing. There is extensive use of illustrations. In the back of the text there are achievement tests for each unit.

PREREQUISITE STUDENT SKILLS

Previous sewing skills are not required. Reading on the 4th-6th grade level is required. Basic writing skills sufficient to answer short questions is also required.

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VCRD

TITLE LEARNING TO SEW
(Part 2)

AUTHOR Funari

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: NT-207 Price: $5.00 Copyright: 1970

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 360

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 3 grade

● high interest level motivator:

Illustrations

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This is a continuation of Learning to Sew, Part 1. It covers seam finishes, hemming stitches, suggested projects, commercial patterns, common and special construction skills and sewing equipment. There is a glossary, list of references and review questions at the end. Each lesson has an objective, information, vocabulary words with definitions and phonetic pronunciations and an assignment which may include questions to be answered or projects to undertake using skills presented in the lesson.

COMMENTS

The assignments are short sentences with blanks to be filled in but basically this is a guide to doing the sewing. There is extensive use of illustrations. In the back of the text there are achievement tests for each unit in addition to the unit assignments with each unit. No minorities or ethnic groups are shown. The initial unit stresses good work habits and a craftsmanship attitude.

PREREQUISITE STUDENT SKILLS

This text is a follow-up to "Learning to Sew, Part 1", completion of Part 1 is necessary.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE OUR FIRST FOODS BOOK

AUTHOR Pieslak

SOURCE New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order#: HM-41 Price: $3.25

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 174

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This book is designed to be used either by individuals or groups of students. Units cover knowledge of equipment and measuring with cooking lessons. Achievement tests and a bibliography are provided. The units, especially those relating to food areas, may be used out of order. There is much stress on vocabulary related to culinary skills. There are some line drawings to illustrate the text.

COMMENTS

In view of the special attention to the explanation and pronunciation of words, in the context of the food industry, this text is well suited to serve the needs of deaf students. This text is sex biased.

PREREQUISITE STUDENT SKILLS

Reading at the 6th grade level is required. Basic writing skills sufficient to write short answers is also required.

● RECOMMENDED   0 NOT RECOMMENDED

TITLE PEGGY'S PICTURE COOKBOOK

AUTHOR Mafex Associates, Inc.
90 Cherry St., Box 519
SOURCE Johnstown, Penn. 15907

Order #: By Title Price: $2.95 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Mentally Retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 66

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: NA grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

MARYLAND VCRD

DESCRIPTION

This resource is designed to teach basic cooking and baking skills to exceptional students with very limited reading ability. Extensive use of illustrations, minimal use of words and a step-by-step progression enables the student to perform basic cooking and baking operations. Types of recipes included in the resource are: breakfast/brunch/lunch, sandwiches, salads, vegetables, beverages, and desserts.

COMMENTS

Safety precautions are emphasized. Key terms are defined.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE POWER SEWING

AUTHOR Hillinger

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: NT-136 Price: $6.00 Copyright: 1971

SUBJECT AREA Home Economics/ Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 261

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 3-4 grade

0 high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
● photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This is a basic text-workbook for power sewing students, especially those with reading difficulties. Some of the areas covered are: sewing machines, threading, machine adjustment, stitches, and how to handle the machine and material. Later chapters include multi-needle and special machines. Each unit has an objective, vocabulary words, explanatory text and procedures, and student assignments or activities. There are many photos and illustrations, including cartoon-type people. The assignments require the students to perform activities demonstrating mastery of the objective for the lesson.

COMMENTS

This text is designed to be used either as a group or individual resource. The low reading level and the illustrations are most helpful. The machines shown are all Singers. Good work habits and attitudes are stressed. Needed vocabulary words are introduced at the beginning of each unit with their phonetic pronunciations.

PREREQUISITE STUDENT SKILLS

Some reading skills are required but are kept at a 3-4 grade level. No previous skills on an electric sewing machine are required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE THE PRESCHOOL YEARS

AUTHOR Tyrrell

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CC-394 Price: $5.75 Copyright: 1977

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf Students

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
0 student activities
0 student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: ____ mm
0 film loop/strip with cassette

0 film reel-to-reel: ____ mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 206

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 4-6 grade

● high interest level motivator:

pre-schoolers

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This book was developed for use by deaf teenagers. It is based on research findings concerning the unique importance of the earliest years and the need for various types of stimulation for the child's mind. Areas stressed include: the importance of the preschool years and of the family; how children learn; speech and language development; creative play; discipline; physical and emotional development; safety and health. The 47 lessons each contain a glossary with phonetic pronunciations. Each chapter also includes student assignments.

COMMENTS

The book could be used by deaf youngsters or hearing children in special situations to prepare them to handle initial level child care employment, i.e., as a nursery school or day care aid. It may also be used in parenthood education classes for individual or group work.

PREREQUISITE STUDENT SKILLS

Reading on the 4th 6th grade reading level is required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SEWING: A TEACHER'S GUIDE TO AN EMPLOYMENT ORIENTATION COURSE FOR SPECIAL NEEDS STUDENTS

AUTHOR Grubb

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-391 Price: $3.50 Copyright: 1976

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 74

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ____________________

ILLUSTRATIONS-

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This is basically a course outline, one of six exploratory units designed to evaluate the abilities of special needs students to be mainstreamed into a regular vocational course. Each lesson consists of objectives, lesson content, teacher preparation, student activity, and evaluation. There is also a list of resources and masters for handouts and projectuals. Both hand sewing and machine sewing are covered with many lessons devoted to choosing and using patterns. Repair sewing, a sample test, and an assembly line project are also included.

COMMENTS

The lesson guides are quite brief. The resource list is, too. The main strength of this item is the excellent set of projectuals and handouts, especially the ones related to inserting a zipper and choosing and using a pattern.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED   ○ NOT RECOMMENDED

MARYLAND VCRD

TITLE STEPS IN HOME LIVING

AUTHOR Reiff

SOURCE Charles Bennett Company, Inc.
809 West Detweiller Drive
Peoria, Ill. 61614

Order #: 099-4 Price: $6.60

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Mildly Mentally Retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 176

MATERIAL READABILITY

● large print format
○ double column copy
● generous paragraph spacing
○ reading level: professional

● reading level: ________ grade

● high interest level motivator:
Pictures and creating notebook

ILLUSTRATIONS

● drawings/cartoons
● photographs
○ charts/graphs
● B/W ● color

DESCRIPTION

Steps in Home Living is designed for the student with less advantages. It contains 9 chapters and an index. Areas covered in chapters are:

1. Learning More About You
2. Getting Along With Others
3. Teenage Manners
4. The Food You Eat
5. Taking Care of Your Home
6. Illness in the Home
7. Understanding Young Children
8. Good Grooming
9. The Clothes You Wear

The Teaching Guide introduces the book, summarizes the chapters and lists suggestions for use of the book and ways of working with students.

COMMENTS

Reading level may be a little high. Photographs are not contemporary and portray traditional sex roles.

Students make a notebook about themselves through the activities in the book. Activities are meaningful to helping students understand themselves and how to interact with others.

PREREQUISITE STUDENT SKILLS

Moderate reading ability and some writing ability is needed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SUE LEARNS ABOUT THE USE OF MEASUREMENT IN COOKING

AUTHOR Shenk

SOURCE Frank E. Richards Publishing Co., Inc.
Order Department
P.O. Box 66
Phoenix, New York 13135

Order #: By title Price: See Back Copyright: 1971

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Mentally Retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 89 (student)

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4-5 grade

● high interest level motivator:
Cooking

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This is a self-paced learning package. Developed for teaching homemaking and measurement for E.M.R.'s. Included are: information units, exercises, and vocabulary, as well as a pre-test and student evaluation form.

Teacher's Guide	Order #:	163	Price:	$2.00
Student Manual	Order #:	162	Price:	$1.00

COMMENTS

The step-by-step approach utilized in this publication may make it suitable for use with E.M.R.'s. The use of illustrations and games should make the material stimulating as well as more explanatory. Math and vocabulary skills are stressed. Vocabulary is introduced where it is needed along with phonetic pronunciations and definitions.

PREREQUISITE STUDENT SKILLS

Reading on the 4th-5th grade level is required. Basic fractions are covered but knowledge of them would be helpful.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE TEACHING HOME ECONOMICS TO THE EDUCABLE

AUTHOR Reiff and Hall (Eds.)

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: By Title Price:$ 1.50

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 28

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is the report of a workshop conducted at Montclair College, Home Economics Department, New Jersey. The publication date is 1961. The workshop was likely one of the first which addressed the educable mentally retarded. The content includes: Introduction, Characteristics, Teaching, methods, suggested subject matter, Evaluation, etc.

COMMENTS

The content of the resource, innovative as it was in 1961, has been eclipsed by similar but contemporary resources from Rutgers and other agencies. The educator seeking resources dealing with the retarded and Home Economics would find more data in the contemporary resources.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

MARYLAND VCRD

TITLE WHEN YOU GO TO WORK

AUTHOR Hillinger

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903
Order #: NT-138 Price: $5.00

SUBJECT AREA Home Economics/Needle Trades

HANDICAPPED AREA Deaf

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● simple directions
0 student activities
● student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 200

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: __3__ grade

● high interest level motivator:

Needle trades

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

The workbook is divided into six units: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women, and Clothing for Men. Most units contain eight individual lessons. Lessons include objectives, vocabulary, lesson content, and assignment sections. Illustrations are primarily of cartoon characters. The format of the resource requires the student to mark directly on the pages, i.e., the resource is consumable.

COMMENTS

Content is presented at a basic level. Cartoons, pictures, illustrations, etc. are utilized frequently (1 or more per page). New vocabulary is presented at the beginning of each lesson; however, repetition may not be sufficient for the more severely handicapped. Focus of content is not skill development, but career awareness. The developer specifically notes that the resource is a sequel to the text Power Sewing (with a pronounced skill development thrust). The development of positive attitudes towards self and one's job is a recurrent theme throughout the resource. The resource is sex and race biased, favoring female caucasian characters.

PREREQUISITE STUDENT SKILLS

Reading level, ability to understand printed instructions.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE YOUR SEWING MACHINE

AUTHOR Peacock

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: NT-194 Price: $4.25 Copyright: 1976

SUBJECT AREA Home Economics/ Needle Trades

HANDICAPPED AREA Multiple Use

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ● student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 102

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 5 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This booklet describes the basic parts of the sewing machine and how to use them. Simple language and illustrations coupled with short concise sentences, vocabulary and questions make this material suitable for use with many handicapped students. Topics include safety, parts and functions.

COMMENTS

The booklet is bound with a plastic spine and is of small dimensions to facilitate its use at the work station. It would be useful with the handicapped student due to its reading level and the use of simple illustrations. It is designed to be a self-paced instructional guide when used with the proper manual for the student's machine.

PREREQUISITE STUDENT SKILLS

Reading on the 5th grade level is required. No previous sewing machine skills are required.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ABOUT BANKING

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BE-324 Price: $3.50 Copyright: 1975

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 28

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 7-8 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This publication covers the following topical areas: banks and banking services, checking accounts, other services of banks, savings accounts, and other investments. The 36 lessons contained in the publication are divided into three parts: information, vocabulary, and assignment. Copies of actual banking forms are used throughout the lessons.

COMMENTS

Lessons are brief, typically a page or less. Emphasis is placed on selected vocabulary in each lesson. Actual banking forms make student activities realistic. It can easily be used for group or individual instruction. Vocabulary words are presented with phonetic pronunciation and definitions.

PREREQUISITE STUDENT SKILLS

Reading at the 8th grade level is required. Basic math skills are also needed.

● RECOMMENDED 0 NOT RECOMMENDED

VCRD

TITLE ABOUT BUYING ON CREDIT

AUTHOR Pieslak

SOURCE The New Jersey Vocational-Techncial Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: BE-327 Price: $3.50 Copyright: 1975

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf Students

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
● simple directions
● student activities
● student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: _______________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
0 number of pages: 27

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 7-8 grade

● high interest level motivator:

subject

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This brief manual was written for deaf students. The topics covered include the essentials of charge accounts and other store credit plans, credit cards, installment buying, and borrowing money. Each lesson consists of an information section, a list of vocabulary words with meanings and assignments - or review questions. The illustrations are line drawings of people and sample forms.

COMMENTS

This item can be used with a class or also used for individual instruction.

PREREQUISITE STUDENT SKILLS

Reading on the 7th - 8th grade level is required. Basic math skills are also needed

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ALL ABOUT ME

AUTHOR Stem

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: HM-284 Price: $6.50 Copyright: 1975

SUBJECT AREA Life Skills/ Consumer Education

HANDICAPPED AREA Deaf

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ○ student activities
- ○ student work sheets
- ● review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: ____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: ____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ● reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 253

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ● reading level: 3-5 grade
- ○ high interest level motivator: ____________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This manual is designed to assist deaf girls, ages 13 through 18, in coping with maturation. It consists of 60 individual lessons covering the following topical areas: Getting to be a Woman, Growing Up, Other Problems of Growing Up, Grooming, Hair, Skin, Teeth, and Nail Care, Manners and Working. Lessons stress vocabulary and are highly illustrated. A glossary in included.

COMMENTS

This text has a suitable reading level and uses many illustrations. New vocabulary is presented, along with their definitions and phonetic pronunciations. A glossary is provided for ready reference. These features combine to make this text well suited for the deaf student.

PREREQUISITE STUDENT SKILLS

Reading level above 3rd-5th grade level is required. Note: This text was designed for use with females.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE BUDGET: WHAT IT IS, HOW IT CAN HELP

AUTHOR Lenox

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-4A Price: $2.00 Copyright: 1969

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette
○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette
○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 27

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional
● reading level: 6 grade
● high interest level motivator:

Subject

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This student text presents the basic concept of budgeting in simple terms. It is liberally illustrated and has a vocabulary section. The material is presented under 3 chapter titles: the government budget, the family budget, and the personal budget. There is a unit test at the end of each chapter.

COMMENTS

The simple language and basic concepts presented, including some simple forms for family or personal record keeping, make this very useful. Vocabulary words are presented with phonetic pronunciation and definitions. The teacher may want to adapt the materials slightly due to a reference to the Vietnam War and low allowances for family spending.

PREREQUISITE STUDENT SKILLS

Reading on the 5th grade level is required. Basic addition and subtraction as well as multiplication and division would be helpful for the use of this text.

● RECOMMENDED O NOT RECOMMENDED

TITLE BUYING FROM A CATALOG

AUTHOR Doyle

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9346 Price: $9.95

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 20 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (manual)
○ stapled
○ plastic spine
● number of pages: 1

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource, designed to introduce the student to catalog buying, contains a cassette cartridge, 30 student work sheets, a post-test, and a teacher's guide. The student work sheets resemble a simple catalog. Exercises expose the student to: the catalog index, merchandise arrangement, and ordering procedures. The instructional sequence takes the student through a step-by-step procedure of filling out a catalog order.

The resource is durably packaged, and can be used with a simple cassette recorder/player. All narration is done by males.

COMMENTS

Content is not specifically vocational in nature. The nature of the content may raise a question concerning the validity of purchasing the resource. Dialogue is clear, perhaps too fast for some retarded students. Vocabulary utilized may require some teacher explanation prior to use of the resource. Pace is moderate.

PREREQUISITE STUDENT SKILLS

Knowledge of vocabulary associated with typical catalogs.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE CONSUME THIS BOOK

AUTHOR Hassan

SOURCE Mafex Associates, Inc.
90 Cherry St.
Box 519
Johnstown, Pennsylvania 15907

Order #: 252010 Price: $4.75 Copyright: 1978

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Orthopedically Handicapped, Health Impaired

INTENDED USE

● student resource
● teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 172

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6 grade

● high interest level motivator:

Relevant consumer information

ILLUSTRATIONS

○ drawings/cartoons
● photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of a self-instructional student workbook. The major thrust is directed toward the development of consumer skills. Topical areas include: Housing (rentals, mortgaged homes, etc.), Appliances; Food; Clothing; Insurance: Credit, etc. Included in many lessons are student questions, activities and crossword puzzles. Toll-free hotline numbers for various consumer oriented government service agencies are provided.

COMMENTS

The reading level of this resource may hinder its application with some handicapped students. Information presented, however, is timely, and may be incorporated into a consumer education course.

PREREQUISITE STUDENT SKILLS

Appropriate reading level.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ECONOMICS: WHAT IT IS, HOW IT CAN HELP

AUTHOR Lenox

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-3A Price: $2.00 Copyright: 1972

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf Students

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
○ student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 3 - 4 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

A basic, simply worded and illustrated text on consumer education. Topics include: trade and money, dependency, and goods and services. Questions are posed at ends of chapters.

COMMENTS

The content and reading levels, as well as frequent use of illustrations, makes this booklet suitable for the deaf studnet. At the beginning of each chapter the key words are introduced with a description of the key words and their phonetic pronunciation.

PREREQUISITE STUDENT SKILLS

Reading on the 3rd-4th grade reading level is required.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GETTING YOUR DOLLAR'S WORTH

AUTHOR Shackell

SOURCE New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New JErsey 08903

Order #: CO-264 Price: $4.50 Copyright: 1974

SUBJECT AREA Life Skills/ Consumer Education

HANDICAPPED AREA Multiple Areas

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
● group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
● simple directions
● student activities
● student work sheets
● review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
● develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 68

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

● reading level: 6 grade

● high interest level motivator:
cartoons and subject

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

This text was designed to be interesting to the student and is presented in such a manner that the student can relate to it. Most concepts are presented in anecdotal form. Topics covered include buying on time, other types of credit, advertising abuses, brand names, contracts, guarantees, fraud, small claims court, how to save money, Truth-in-Lending Law, bargains, garnishment, NJ Consumer Fraud Act, discussion questions, projects, and an index are included. Many line drawings and cartoons add interest. At the end of the text there is a list of classroom projects, that could be useful.

COMMENTS

Many math concepts and skills can easily be integrated into consumer education programs using this student text. Some of the consumer laws may apply only to New Jersey and teachers elsewhere may need to check with an expert in their own state's consumer laws.

PREREQUISITE STUDENT SKILLS

Reading on the 6th grade level is required. Basic math is also needed.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE INSTALLMENT BUYING

AUTHOR Wyks

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-1A Price: $2.00 Copyright: 1964

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 14

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6-7 grade

○ high interest level motivator:
Illustrations and use of money

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

VCRD

DESCRIPTION

This brief, simple text-workbook explains, for students who are deaf or who have reading difficulties, installment buying and presents related mathematical concepts and problems. There is a vocabulary list with definitions and phonetic pronunciations at the end of the text. It has many illustrations with the people mainly being cartoon types.

COMMENTS

This item would be most useful as a resource for any students who need to learn money management and whose basic skills in reading and math are below the secondary level. While individual students might be able to use it independently, it would be best used for group work with the teacher presenting or reading with the group the text and samples.

PREREQUISITE STUDENT SKILLS

Reading on the 6th-7th grade level is required. Basic math skills are also helpful even though they are covered in the text.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LEARNING SKILLS FOR DAILY LIVING

AUTHOR Doyle and Mictus

SOURCE Hampden Publishers, Inc.
Box 4873
Baltimore, Maryland 21211

Order #: 5860 Price: $119.95

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mildly to Moderately Mentally Retarded

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: See back minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: Cassettes

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 4 per lesson

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6 grade

● high interest level motivator:

Activity while listening to tape

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

Skills for Daily Living is a set of 10 cassette skill packs boxed in a sturdy organized box. Each skill pack consists of 1 cassette tape (recorded identically on each side), 30 student response booklets coinciding with the tape, an instructor's guide (listing performance objectives, summary, notes, follow-up activities, and answers to the included performance task sheet). Each lesson is a discussion of the topic with some student activity lasting about 20 minutes. The tapes are self-checking and self-directing. Pace is controllable. This kit contains:

1. The Newspaper: News Plus Much More
2. The White Pages of the Telephone Directory
3. Walk Carefully Through the Yellow Pages
4. The Restaurant Menu
5. Advertising Techniques: Gimmicks That Getcha'
6. Buying From a Catalog
7. You Can Get There From Here
8. Charge It! - Using Credit Cards
9. Labels
10. Following Directions on Machines

COMMENTS

Cassettes - clearly recorded, using a variety of male voices throughout the series. Answers to response booklets are provided within the text of the tape.

Performance Tasks - reproducible; challenging but brief.

Instructor's Guide - notes are helpful in preparing students to accomplish tasks and give follow-up exercises.

Skill packs may be ordered separately.

Adaptable for group instruction.

Assumes a higher vocabulary than other kits in same format.

PREREQUISITE STUDENT SKILLS

Reading skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MAKING NUTRITION EDUCATION COUNT: A GUIDE FOR NUTRITION EDUCATION K-6

AUTHOR Kratky, Haigh and Elsbernd

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Order #: 803 Price: $12.50/set Copyright: 1975

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 7 units

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

● high interest level motivator:
Games

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This publication is designed to provide nutritional information for grades K-6. Each grade level has a different set of activities designed for that grade level's interest and traditional activities. Each concept is taught in one lesson.

COMMENTS

The publication contains large illustrations, games and other activities designed to enhance the awareness of factors influencing nutrition and wise food purchases. While originally developed for students K-6, many of the concepts, activities and games are appropriate for older students.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

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TITLE A MONEY SKILLS PROGRAM FOR THE MENTALLY RETARDED

AUTHOR Flexer and Boyd

SOURCE Research and Training Center in Mental Retardation
Texas Tech University, P.O. Box 4510
Lubbock, Texas 79409

Order #: T-3a-d Price: $9.00

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ● provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf in binder
- ○ stapled
- ○ plastic spine
- ● number of pages: 120+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ● reading level: NA grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

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DESCRIPTION

This resource is designed to teach the mentally retarded individual to count money. It is intended for persons having some basic counting skills. Topical areas in the resource are: Teaching with the Money Skills Program: An Overview, Money Skills Evaluation, Objectives, Coin Identification and Value, Counting with Coins of the Same Value, Combining Coins of Different Value, Change Counting, and Application Activities. Lessons are presented in a step-by-step manner. Included in the resource is a manual for training paraprofessionals to teach the money skills program. Fifty session recording sheets, five money skills sheets, and five training summary sheets (consumable items) are included.

COMMENTS

This resource should be useful to the vocational educator seeking to teach money counting skills. Suggested instructional strategies are provided, as well as evaluative statements concerning student feedback.

PREREQUISITE STUDENT SKILLS

Basic ability to count.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE ON-THE-JOB COMMUNICATION SKILLS

AUTHOR Walker

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order #: 9813 Price: $17.95 Copyright: 1979

SUBJECT AREA	Life Skills/ Consumer Education	HANDICAPPED AREA	General Application

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
○ simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 11 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: 35 mm Filmstrip with cassette

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource includes: 35mm filmstrip, cassette, teacher's guide and student response booklets (30). Content stresses the need for good communication skills in clerical jobs. Grammar, brevity, courtesy, and carefulness is stressed throughout. Persons depicted in filmstrip are cartoon types. Frames are numbered and script is included in teacher's guide. Narrative is simple. Brief student response booklets pose questions and provide space for student answers. Reading level of student items is 4-5 grade. Student booklets are not incorporated into media presentation. Filmstrip is automatically and manually advanceable. The resource is durably packaged.

COMMENTS

The resource is suitable for clerical programs where interpersonal communication skills are stressed. Concepts are few and repeatedly presented (though repetition may not be adequate for some retarded students). Pace is moderate. Size of learning increments or steps is moderate. This resource is primarily of a supplemental nature.

PREREQUISITE STUDENT SKILLS

Reading level (for both A/V presentation and response booklets) at the 5th or 6th grade, writing skills.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE SPEECH READING STRATEGIES

AUTHOR Jacobs

SOURCE National Technical Institute for the Deaf
Director, Division of Curriculum Development and Education
One Lomb Memorial Drive
Rochester, New York 14623
Order #: By title

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Deaf, Hard of Hearing

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 6 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource addresses various situational elements which detract from the speech reader's ability to communicate. Such elements include: vision, lighting, speaker, background, groups, speech sounds and the speech reader. Each element is briefly discussed with respect to factors, comments, and strategies for overcoming. Characters in the presentation are adults.

COMMENTS

This resource is brief but very functional. Commentary is specific, suggestions are concrete. The resource would seem to be very useful to the speech reader.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE TO BUY OR NOT TO BUY

AUTHOR Follett

SOURCE National Audiovisual Center
General Services Administration
Washington, D.C. 20409

Order #: 010262 Price: $50.00

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
○ student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
● film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 91 minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine Teacher: 32
● number of pages: Student: 38

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4 grade

○ high interest level motivator: ________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is a mixed media kit designed primarily for educable mentally retarded students of an age to be earning some money and making decisions about how to spend it. The experiences of an adolescent boy who buys a pair of boots serve as an example. The resource consists of: a teacher's manual, 15 consumable student workbooks, 4 filmstrips and 7 cassette tapes with audible and inaudible advance. Length of lessons is as follows:

Lesson 1: 13 minutes
Lesson 2: 11 minutes
Lesson 3: 15 minutes
Lesson 4: 16 minutes
Lesson 5: 10 minutes
Lesson 6: 10 minutes

The pre-test and post-test require approximately 8 minutes each. The resource, which is mainly self-instructional, includes a unit test after each lesson. The unit tests are student correcting. The teacher's manual includes a summary of each lesson and all scripts. Pace of dialog is moderately fast. Characters in filmstrips are cartoon types.

COMMENTS

The student workbook of the specimen set reviewer was improperly collated. Audio quality of Lesson 2 was poor. The audio tract for Lesson 5 was not collated with the filmstrip (at the beginning portion of the lesson). Key concepts and some vocabulary are repeatedly presented. The pace of the dialog may be too fast for some retarded students.

PREREQUISITE STUDENT SKILLS

Basic arithmetic skills (+, -) and a knowledge of some vocabulary (advertising, influence, afford) would be useful as well as developed fine motor skill (ability to print responses quickly).

● RECOMMENDED ○ NOT RECOMMENDED

TITLE USING CONSUMER MATH

AUTHOR Jones

SOURCE

Hampden Publishers, Inc.
Box 4873
Baltimore, Maryland 21211

Order #: 5880 Price: $119.95

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mildly to moderately mentally handicapped

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● simple directions
0 student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: ____ mm
0 film loop/strip with cassette

0 film reel-to-reel: ____ mm
0 35mm slide
0 35mm slide with cassette

● length: See back minutes
0 overhead projectuals
0 B/W 0 color
0 games
● other: Cassettes

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
● promotes development of psycho-motor skills
● provides immediate feedback
0 modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
● loose leaf
0 stapled
0 plastic spine
● number of pages: 4per lesson

MATERIAL READABILITY

● large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ____ grade

● high interest level motivator:
Activity while listening to tape

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

Using Consumer Math is a set of 10 cassette skill packs boxed in a sturdy organized box. Each skill pack consists of one cassette tape (recorded identically - both sides), 30 student response booklets coinciding with the tape, an instructor's guide (listing performance objectives, summary, notes, follow-up activities, and answers to the included performance task sheet). Each lesson is student paced and lasts about 30 minutes. The cassettes provide thorough instruction, directions and answers. The kits are self-directing, self-pacing, and self-checking.

This kit contains:

1. Buying the food you need
2. Can you afford to own a car
3. Discount - 50% off
4. How much do I have to spend
5. Using a charge account
6. Paying by checks
7. Reconciling your checking account
8. Saving and investing
9. Buy or rent?
10. Protection through insurance

COMMENTS

Cassettes are clearly recorded using a variety of male voices throughout the series. Answers to response booklets are provided within the text of the tape.

Performance tasks are challenging but brief. They may be reproduced.

Instructor's Guide has helpful notes to prepare student to accomplish the tasks and give follow-up exercises.

The skill packs may be ordered separately.

Format is adaptable for group instruction.

PREREQUISITE STUDENT SKILLS

basic reading; basic knowledge of money/numbers; writing

● RECOMMENDED ○ NOT RECOMMENDED

TITLE V.I.P. COMMUNICATIONS CURRICULUM FOR AUTO MECHANICS

AUTHOR

SOURCE Tennessee State Board for Vocational Education
200 Cordell Hull Bldg.
Nashville, Tennessee 37219

Order #: 021-00010 Price: $5.00

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Learning Disabled

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
● group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
● review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: __________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 230±

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 7 grade

○ high interest level motivator:

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource is designed to enhance the communication skills of vocational students enrolled in an automotive program.

The resource is divided into ten units:

- Do You Get the Point?
- Parts of Speech
- Subject and Verb Agreement
- Writing Complete Sentences, Thoughts, or Ideas
- Parts of a Sentence
- Capital Letters
- End Marks and Commas
- Other Punctuation Marks
- Letter Writing
- Verb Usage

Each unit contains numerous assignment sheets. The resource is consumed.

COMMENTS

This resource is supplemental or remedial in nature. No instructions for the educator are provided.

PREREQUISITE STUDENT SKILLS

Adequate reading level.

● RECOMMENDED   O NOT RECOMMENDED

TITLE WALK CAREFULLY THROUGH THE YELLOW PAGES

AUTHOR Doyle

SOURCE
Media Materials Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order #: 9343 Price: $9.95

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Hard Of Hearing, Speech Impaired, Orthopedically Handicapped, Learning Disabled

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 16 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette tape

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
● number of pages: 2 (tchr) 4 (stu.)

MATERIAL READABILITY

● large print format
● double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ______________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of: a cassette tape, 30 consumable student worksheets, a teacher's manual (2 pages), a reproducible post test, and a set of pre-typed library catalog cards. The resource is designed to provide practical information on the use of the yellow pages. Students are taught to locate various products and/or services via product and type of service rather than through alphabetical listing. The pace of the resource is moderate to fast. Packaging is durable.

COMMENTS

Selected vocabulary (which may be unfamiliar to the handicapped student) is not explained. Learning increments or steps may be of appropriate size, however, pace is generally fast. The content of the resource is specific to the yellow pages. The resource may be suitable for a program stressing Life Skills/Consumer Education.

PREREQUISITE STUDENT SKILLS

Vocabulary (directory, index, accountant, advertising, veterinarians, etc)

● RECOMMENDED 0 NOT RECOMMENDED

TITLE YOU CAN GET THERE FROM HERE

AUTHOR Doyle

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9347 Price: $9.95

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
● performance objectives
● simple directions
● student activities
● student work sheets
● review questions
● answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 25 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
● provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf (tchr. guide)
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

● large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

VC RD

DESCRIPTION

This resource consists of a cassette tape, brief teacher's guide, student work sheets (30), and a post-test (reproducible). The resource is designed to provide supplemental information leading to an understanding of bus schedules. Numerous examples stressing interpretation of such schedules are included. Students respond to these examples at various points in the presentation. Language utilized is clear and should be easy for many handicapped youth to understand and complete the unit individually. The resource is durably packaged, and includes pre-printed catalog cards for library use.

COMMENTS

More repetition of examples and a somewhat slower dialogue would enhance the serviceability of this resource with the retarded. Pace is moderate.

PREREQUISITE STUDENT SKILLS

Some basic knowledge of schedules (i.e., set-up and use).

● RECOMMENDED ○ NOT RECOMMENDED

TITLE YOUR PAY CHECK

AUTHOR Walker

SOURCE Media Materials, Inc.
2936 Remington Avenue
Baltimore, Maryland 21211

Order#: 9815 Price: $17.95 Copyright: 1979

SUBJECT AREA Life Skills/Consumer Education

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ● answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ● film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 13 minutes
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf (manual)
- ○ stapled
- ○ plastic spine
- ● number of pages: 1

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ____________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource includes a 47 frame filmstrip, cassette tape (with audible and inaudible pulse), a brief teacher's guide with script, 30 student response sheets, and a pre-printed set of catalog cards for library use.

The resource provides a comprehensive breakdown of a typical paycheck and pay statement. Calculation of gross and net pay is explained as are various voluntary deducations (retirement, health and life insurance, bonds, and credit union). Various taxes are explained and reference is made to federal income tax forms, W-2 forms, etc. Examples used are clear and realistic. Important areas are highlighted.

COMMENTS

Instructional format is step-by-step, with some repetition of fundamental concepts. New vocabulary is introduced throughout the presentation, however, repetition of such vocabulary may not be sufficient for some retarded students not familiar with the words and terms. Characters in the presentation are animated. Pace is moderate. Learning increments or steps are relatively small but could use more repetition.

PREREQUISITE STUDENT SKILLS

Basic arithmetic skills (+,-,x,÷), some knowledge of vocabulary associated with pay checks and statements (i.e., gross and net pay, social security tax, federal income tax, etc.)

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD

TITLE SAFETY IN THE SHOP

AUTHOR

SOURCE Interpretive Education
Division of IE Products, Inc.
2306 Winters Drive
Kalamazoo, Michigan (Phone: 616-345-8681)

Order #: By title Price: $22.95 Copyright: 1977

SUBJECT AREA Safety

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ● student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 8.5 minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ● other: 35 mm filmstrip with cassette

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 3 (Teacher's Guide)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource provides safety information concerning the use of hand and selected power tools commonly found in a basic wookworking program. Safety rules and procedures are presented in contemporary street language. The resource is not racially biased, but is sexually biased, i.e., no females in realistic or meaningful roles. A brief teacher's manual is provided. Materials (cassette tape, filmstrip, and teacher's manual) are neatly packaged. The filmstrip is advanced manually or automatically. The developer specifies the resource is designed for the mentally retarded.

COMMENTS

Street language utilized throughout the presentation is not suited to retarded vocational students (perhaps more suitable with disadvantaged inner-city youth). Pace is unacceptably fast. Background materials in numerous frames are irrelevant. Repetition on themes and/or concepts is nill with respect to the needs of the retarded. The teacher's manual (3 pages in length) is misprinted on the third page.

Sexual bias is strongly evident.

PREREQUISITE STUDENT SKILLS

Knowledge of machine and hand tool vernacular, comprehension or "street" language.

○ RECOMMENDED ● NOT RECOMMENDED

TITLE ELEMENTARY ARC WELDING SKILLS

AUTHOR Pierson

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: WE-169 Price: $4.25 Copyright: 1974

SUBJECT AREA Welding

HANDICAPPED AREA Deaf

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
○ individual instruction
● group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
● promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 131

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 4-5 grade

● high interest level motivator:
Illustrations

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This simple text was written to prepare deaf students to be electric arc welders. It can also be used with other groups of welding students who have difficulty with reading material. It is a basic introduction to electric arc welding presented in pictorial form. Words are used to reinforce or supplement the ideas in the illustrations. The 14 lessons include welding in the flat position, horizontal position, vertical down position, horizontal-fillet position, and the vertical-up position.

COMMENTS

In addition to being well-illustrated this item has a low reading level. There are simple tests at the end of each section and a short bibliography.

PREREQUISITE STUDENT SKILLS

Reading on the 4th or 5th grade level is required. No previous welding skills are needed.

● RECOMMENDED 0 NOT RECOMMENDED

Miscellaneous Subject Areas

TITLE CREATING INSTRUCTIONAL MATERIAL FOR HANDICAPPED LEARNERS

AUTHOR

SOURCE National Center on Educational Media Materials for the Handicapped
Ohio State University
Columbus, Ohio 43210

Order #: 009688 Price: $26.00 Copyright: 1974

SUBJECT AREA Miscellaneous Subject Areas

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
● group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
● film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

● length: 5-20 minutes
○ overhead projectuals
○ B/W ● color
○ games
○ other: ________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 117

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is designed for use in a teacher's workshop to develop skills in adapting and improvising instructional materials for handicapped learners. The workshop guide for the coordinator includes copies of the needed handouts and activity sheets.

The workshop is called "Adapting and Improvising Your Instructional Materials;" the second is called "Evaluating Your Instructional Material." Part one takes 7 or 8 hours to complete. Part two takes 2 1/2 to 3 hours to complete.

Two filmstrips and three tapes are provided for use in the workshop. The scripts are included in the guidebook.

COMMENTS

Suggested modifications and examples are given for instructional materials at the pre-school and elementary level. This resource is valuable to the vocational educator because the basic concepts presented could apply to older students in some situations.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE LAUNDRY: A TEACHER'S GUIDE TO AN EMPLOYMENT ORIENTATION COURSE FOR SPECIAL NEEDS STUDENTS

AUTHOR Grubb

SOURCE
The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: SP-390 Price: $3.50 Copyright: 1976

SUBJECT AREA Miscellaneous Subject Areas

HANDICAPPED AREA Multiple Use

INTENDED USE

- ● student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ● performance objectives
- ○ simple directions
- ● student activities
- ● student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 75

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This teacher's guide is part of a series of exploratory units designed to evaluate the abilities of special needs students. Each lesson consists of objectives, lesson content, teacher preparation, student activity and evaluation. The guide contains a short list of references and many masters for projectuals and handout sheets. It is three-hole punched for use in a binder so sheets can be easily removed. The subjects covered include sorting and pretreating, laundry product and method selection, troubleshooting laundry problems and proper drying techniques.

COMMENTS

The large, clear pictures make this book especially useful for producing transparencies. The handout sheets include stain charts, fabric care guides, basic direction, and types of washers. While basically the products and procedures are applicable to home laundering, they may serve as an introduction for students considering a career in commercial laundering. Slow readers may need assistance in using the charts. The main illustrated character is a caucasian female; no males and no minorities are pictured.

PREREQUISITE STUDENT SKILLS

Professional Material.

● RECOMMENDED   0 NOT RECOMMENDED

MARYLAND
VC
RD

TITLE **STUDENT GUIDE TO WRITING A JOURNAL**

AUTHOR

SOURCE Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, Oregon 97204

Order #: ISBN 0-89354-601-1 Price: $1.50

SUBJECT AREA	Miscellaneous Subject Areas	HANDICAPPED AREA	Multiple Use

INTENDED USE

● student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

● reading level: 7-8 grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This booklet contains activities and suggestions which are designed to assist the student with (1) writing skills and (2) self realization. The vehicle through which these goals are accomplished is the journal or diary. The booklet explains how to start and maintain such an activity.

COMMENTS

Would be of use to students interested in learning more about themselves.

PREREQUISITE STUDENT SKILLS

Reading on the 7th-8th grade level is required. Some writing ability.

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL ENTRY SKILLS FOR SECONDARY STUDENTS

AUTHOR Washburn

SOURCE Academic Therapy Publishers
P.O. Box 899
San Rafael, California 94902

Order #: 129-9 (Stu) Price: $4.00
128-0 (Tchr) 10.00 Copyright: 1975

SUBJECT AREA Miscellaneous Subject Areas

HANDICAPPED AREA Learning Disabled

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ● performance objectives
- ● simple directions
- ● student activities
- ● student work sheets
- ● review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 223 (Teacher)
  127 (Student)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ● reading level: 9-10 grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource consists of a teacher's manual (in plastic 3-ring binder) and a consumable student workbook (paper bound). The resource is designed to provide short-term training in basic skills compatible to most beginning level vocational classes and/or entry level first jobs. Major topical areas include: Vocational academics, Vocational resources, Vocational values and attitudes, Vocational preparation and Basic job skills: Hands-on training. The major topical areas contain 45 lessons, each of which provides objectives, materials, learning activities, expected student goals, resources, teacher suggestions and provisions for teacher notes. The student workbook contains removable worksheets.

COMMENTS

The developer indicates that the resource is intended for handicapped students of average or above average ability. However, the instructional format is modifiable for use with lower ability students, also. The lessons were field tested with educationally handicapped students at Westmoor and Jefferson Union High Schools, California.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE ANNOTATED BIBLIOGRAPHY OF PREVOCATIONAL-VOCATIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS

AUTHOR

SOURCE Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota

Order #: 910 MIMC Price: $2.50 Copyright: 1977

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
● simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
○ plastic spine
○ number of pages: 103

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This publication is a 100 page bibliography representing a partial listing of the Minnesota Instructional Materials Center's holdings in the area of Special Needs. The 300 entries are divided into the following sections: 1) Reading/Language Arts; 2) Math: 3) Survival Skills; 4) Vocational; and 5) Instructional Resources.

COMMENTS

Each entry includes: title - author, publisher, copyright, cost, format, library numbers, and a brief annotation.

PREREQUISITE STUDENT SKILLS

Professional material

● RECOMMENDED ○ NOT RECOMMENDED

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TITLE THE ANTI-EXPERT APPROACH TO VOCATIONAL EXPLORATION: VOCATIONAL EVALUATION

AUTHOR Smoken

SOURCE
Stout Vocational Rehabilitation Institute
School of Education
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

Order#: GWU-17-75
Price: $3.00 (rental fee)

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Applications

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 26 minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: _______

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: _______________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource consists of the edited proceedings of an address presented by Charles Smoken at the Comprehensive Vocational Rehabilitation for Severely Disabled Persons' Conference (George Washington University, December 3-5, 1975).

Content consists mainly of a description of a rehabilitation program instituted by the speaker. Subtopics include: psychological testing, work samples, difficulties in referral procedures, and on-the-job tryouts. Some mention is made of developmental theories with reference to adults who have become handicapped later in life.

COMMENTS

The original presentation was augmented with visuals. This resource does not include visuals and therefore, the presentation does not have its full impact.

The cassette contains excerpts from another presentation not delivered by the original speaker (Smoken).

Researchers at the Center (MVCRDC) noted that this resource was difficult to obtain.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

VC
RD

TITLE ASSESSMENT OF DISADVANTAGED AND HANDICAPPED SERVICES

AUTHOR

SOURCE ECCMC
100 N. First St., E-426
Springfield, Illinois 62777

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use
Handicapped and Disadvantaged

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ● 35mm slide with cassette
- ● length: 15 minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ● other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This slide presentation provides guidelines for the development of a needs assessment for the services provided for handicapped and disadvantaged students. Topic areas are: Establish a team, reassessment of needs, checklist development, form questionnaire, prepare evaluation report. These topic areas are covered in depth with ideas and suggestions.

COMMENTS

This slide series should be of value to anyone interested in learning the steps in needs assessment and evaluation of services for handicapped and disadvantaged students. A film should be available in the later part of June, 1979. The slide series and cassette tape are well paced and easy to follow.

This is out of print. Order for loan from East Central Curriculum
Management Center

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

N/A Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE BETTER THAN I THOUGHT
(8 filmstrips with cassettes)

AUTHOR Tindall, Gugerty, Jeffery Hamm

SOURCE Wisconsin Vocational Studies Center
University of Wisconsin - Madison
964 Educational Sciences Building
1025 West Johnson Street
Madison, Wisconsin 53706

Order #: by title Price: all areas

SUBJECT AREA Professional Resource

HANDICAPPED AREA All Areas

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ● individual instruction
- ● group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ● bibliography/references
- ● performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ● 35mm ~~slide~~ filmstrips with cassette
- ● length: 15-20 minutes/filmstrip
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 8

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

Better Than I Thought is a series of 8 filmstrips with cassettes (recorded with audible and inaudible pulse) and a leader's manual. More complete summary of each filmstrip is included in leader's manual.
plastic storage case.
Rx for Independence - how to anlayze and meet your handicapped student's educational and vocational needs. (Program Modification)
Txkxtx thx Xpxn Rxxd - (Learning Disabled) What a learning disability is and is NOT
Disturbed? Who's Disturbed? - (Emotionally Disturbed) - ways to minimize stress and distress for both teacher and student.
Unaccustomed As I Am - (Educable Mentally Retarded) - how to positively ffect a retarded student's learning, work and life.
Feel Not Good - (Hearing Impaired) - recognizing and assisting hearing impaired students.
Placement by Disability - (Visually Impaired) - particular problems of the disabled.
Willing to Try - (Physically Disabled) - first person account of disabled young man's willingness to try - and succeed
Square Peg, Round Hole (Disadvantaged) - sensitizes teachers to problems and needs of those whose values and expectations are "out-of-sync" with those of the school.

COMMENTS

Material content is excellent. Audio and visual don't always complement each other. Case studies always involve whites, mostly males. Voices are male and female. Not racially balanced, sex bias in most films.

Effective aid for teaching instructors, administrators, counselors, etc. What to look for and how to cope and help the student.

Placement by Disability shows good cross-section of men and women in non-traditional roles.

Beginnings of most of the films catch attention.

The filmstrips interchange some identical slides.

Square Peg, Round Hole - race and sex fair.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE A BIBLIOGRAPHY OF MATERIALS FOR HANDICAPPED AND SPECIAL EDUCATION
(A SUPPLEMENT TO THE SECOND EDITION)

AUTHOR Lambert, et al

SOURCE Wisconsin Vocational Studies Center
University of Wisconsin-Madison
Madison, Wisconsin 53706

Copyright: 1976

SUBJECT AREA Professional Resource	HANDICAPPED AREA Multiple Use

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
0 number of pages: 105

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: _______ grade

0 high interest level motivator: ______________________________

ILLUSTRATIONS

0 drawings/cartoons
0 photographs
0 charts/graphs
● B/W 0 color

VC
RD

DESCRIPTION

This bibliography includes materials for the multiply handicapped, chemically dependent (alcholic, drug abuser), offenders/correctional institutions, and the disadvantaged.

COMMENTS

Although this bibliography is aimed at vocational education, it does list materials in many areas, i.e., communication skills, math, reading, social sciences, etc.

Specific purchasing information is available from the source.

This is also available on loan from East Central Curriculum Management Center, 100 N. First St., E-426, Springfield, Illinois 62777.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

N/A Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

TITLE CASEBOOK OF PROFESSIONAL PRACTICES IN SPECIAL EDUCATION

AUTHOR

SOURCE Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 149 Price: $4.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: ________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 160

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

VCRD

DESCRIPTION

This resource is intended to accompany a CEC publication entitled *Guidelines for Personnel in the Education of Exceptional Children* (also included in the guide). The document illustrates applications of principles contained in some of the guidelines. Guidelines exemplified contain one or more examples or cases. The general topical areas are: Recruitment and Selection, Preparation, Certification, and Professional Practice.

COMMENTS

The resource is intended to exemplify policies contained in the *Guidelines for Personnel in the Education of Exceptional Children*. The document should be useful for persons seeking new ideas or approaches for renewal or developmental work. It may also serve as a source of information on a wide range of topics pertinent to special education.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE COOPERATIVE WORK EXPERIENCE: AN ANNOTATED RESOURCE GUIDE FOR TEACHERS OF THE HANDICAPPED

AUTHOR Herschback, Smith, Kessler

SOURCE
Western Maryalnd Vocational Resource Center
P.O. Box 5448 McMullen Highway
Cresaptown, Maryland 21502

Order #: By Title Price: $3.50 Copyright: 1976

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 146

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This annotated guide contains entries in the following areas: Aids for Education; Home and Community Resources; Life Skills; Related Skills (Language & Math); Career Awareness; Job Entry and Adjustment; and Job Training. Also included in the guide are sources of additional resource materials, and addresses of publishers and film distributors. Current prices of materials are not provided.

COMMENTS

This materials is applicable to many different types of handicapped students.

PREREQUISITE STUDENT SKILLS

Professional Resources.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE DEVELOPMENT OF A VOCATIONAL EDUCATION CURRICULUM FOR THE HIGH SCHOOL EDUCABLE MENTALLY RETARDED (final report)

AUTHOR Plue

SOURCE ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: ED 070 898 Price: $3.29 Copyright: 1972

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 8

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This document is the final report of a project entitled Development of a Vocational Education Curriculum for the High School Educable Mentally Retarded. Contained within are: Summary statements concerning the objectives, procedures, results, conclusions, recommendations, etc.

COMMENTS

The extreme brevity or this document limits its usefulness to the vocational educator or administrator. It is not recommended for this reason.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE DIRECTORY OF NATIONAL INFORMATION SOURCES ON HANDICAPPING CONDITIONS AND RELATED SERVICES

AUTHOR The Medical College of Pennsylavania

SOURCE
Clearinghouse On The Handicapped
Office Of Handicapped Individuals
388-D South Portal Building
Washington, D.C. 20201
Order #: OHD 77-22003 Price: $6.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 405+

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource is in the form of a directory. It was compiled for the Clearinghouse on the Handicapped by the Medical College of Pennsylvania. It is intended to be a reference tool enabling the Clearinghouse to make meaningful referrals in response to public inquiries. The organizational units listed in the directory are information and direct service providers. The directory can serve as a guide to the organizations that may be relevant to a handicapped individual's needs. Information contained in the entries may include: name, address and phone number of organization; handicapped conditions served; scope of activities; and, services. The directory is cross-referenced according to disorder, target population, and non-disorder terms which define subject areas in which organizations have information.

COMMENTS

The distribution date of this resource is December, 1976.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPANDING OPTIONS FOR HANDICAPPED PERSONS RECEIVING VOCATIONAL EDUCATION

AUTHOR ERIC

SOURCE
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: 144 334 Price: $12.71 Copyright: June, 1976

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
0 bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 231

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
0 reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

0 drawings/cartoons
● photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

This document provides guidelines for stimulating change in vocational education for handicapped students at the secondary level. Section one, on the operational world, provides a basis for developing sound organization needed for implementation of the guidelines. A second section, focusing on the student world, offers guidelines for due process procedures, parent participation, confidentiality of data, etc. Section three, on the training world, gives information on curricular content, available materials, teaching methods and training environments for career preparation, formal studies, skill development, and work adjustment. The final section, on the work world, contains data on research resources, pre-/inservice training, network integration, etc. Appended are a training manual, directory of contributors, data from institute evaluation, and a sample institute certificate.

COMMENTS

This document is addressed to administrators, counselors, teachers, parents, university personnel, funding agencies, and others interested in stimulating change in vocational education for secondary level special needs students. The directory of contributors may be of use to those seeking to enhance their vocational offerings for the handicapped and disadvantaged, however the publication date may make it somewhat inaccurate.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE EXPLORATORY/PREVOCATIONAL LEARNING EXPERIENCES FOR THE HANDICAPPED

AUTHOR

SOURCE Workshop on Exploratory Prevocational Learning Experiences
for the Handicapped
Florida State University
Tallahassee, Florida
Order #: By title Price: No price currently available

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ simple directions
- ● student activities
- ○ student work sheets
- ● review questions
- ● answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ● develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ● promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ● loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 210

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This guide is designed to provide teachers with both background and specific information needed to conduct a prevocational or career exploration program for a variety of types of handicapped students. There is information on specific handicaps and how to adapt one's program to accomodate them. The subject areas for which learning activities are provided are: American Industry, Construction, Graphic Communications, Home Economics, Manufacturing, and Power and Transportation. For each specific activity there are goals, performance objectives, tools, materials, directions, techniques/strategies, modifications and references. There are pages suitable for reproduction as transparencies and/or handouts.

COMMENTS

The stress on developing self-esteem, use of visuals, demonstrations and hands-on activities, and the introduction to a broad range of skills and job opportunities make this material very useful for the teacher.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

VC
RD
MARYLAND

TITLE FINANCING EDUCATIONAL SERVICES FOR THE HANDICAPPED

AUTHOR Kirst, Hartman, Bernstein, Marshall

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 119 Price: $4.95

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 68

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ________________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ● photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource is intended to provide pertinent information for those concerned with educational finance. The resource reviews and evaluates extant literature and current state practices in the area of special education finance. The structure of the document includes a framework with decision criteria which are used as analytical tools for evaluation of program alternatives and their funding. This process involves (1) the delineation of program alternatives, (2) methods for determining individual program cost, (3) considerations bearing on funding needs and the proportions contributed by different government levels and (4) procedures for distribution of state funds to local districts. Chapter headings are: Programming, Cost Determination, Level of Funding, Funding Formulas, and Additional Policy Considerations.

COMMENTS

This resource is designed for educators, legislators, policy analysts, administrators, researchers, and professional and parents groups. It provides a range of factual information concerning special education funding. Provided also are brief abstracts of more than 50 documents dealing with special education. The abstracts contain editorial comments. The publication date of the resource is 1976.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE GUIDELINES FOR EMPLOYMENT ORIENTATION PROGRAMS FOR SPECIAL NEEDS STUDENTS

AUTHOR Columbo, Gershon, Sarandovlias

SOURCE The New Jersey Vcoational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order #: Sp-97 Price: $3.50 copyright: 1975

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 105

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ____________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This guide is based on the premise that special needs pupils should not be made into specialists vocationally, but should be taught basic skills in many areas, thus opening many industrial doors. Basic skill outlines and practical work suggestions are offered in bench work, food service, building custodian, clerical, transportation, sales, construction, health services, horticulture, etc.

COMMENTS

This guide may be used as a structural framework with which to generate meaningful vocational experiences for a range of handicapped students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

298

TITLE GUIDELINES FOR PERSONNEL IN THE EDUCATION OF EXCEPTIONAL CHILDREN

AUTHOR

SOURCE Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 131 Price: $3.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette

- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette

- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 53

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional

- ○ reading level: ________ grade

- ○ high interest level motivator:

____

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This document provides guidelines and rationale dealing with the following areas: recruitment, the preparation of special education personnel, certification, and continuing professional development. The document is intended to advance and strengthen the purposes and goals of special education and, thereby, to enhance special education as a professional field of endeavor.

COMMENTS

The document is the result of a project undertaken by the Council for Exceptional Children entitled: Professional Standards and Guidelines. The goal of the project was the updating and/or revision of earlier guideline statements. The publication date is 1976. Guidelines and rationale, therefore, should be relatively current.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED O NOT RECOMMENDED

TITLE A HANDBOOK FOR EMPLOYMENT ORIENTATION TEACHERS OF SPECIAL NEEDS STUDENTS

AUTHOR Gershon

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103 - Kilmer Campus
New Brunswick, New Jersey 08903

Order#: SP-243 Price: $2.00 Copyright: 1973

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

● student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
● secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

0 subject index
● bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette
0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette
0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 28

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional
0 reading level: ________ grade
0 high interest level motivator:
____

ILLUSTRATIONS

● drawings/cartoons
0 photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

This teacher resource summarizes the types of special needs students, the historical development of special education, and the characteristics of the mentally handicapped child. It then discusses in more detail the types of career development and vocational programs for the handicapped that are being conducted in some New Jersey shcools. The bibliography lists a variety of types of material.

COMMENTS

This handbook can serve as an introduction or overview for a teacher new to the field but it, and the bibliography, should be supplemented with other sources.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE HEARING IMPAIRED: CAREER/VOCATIONAL EDUCATION, SECONDARY LEVEL

AUTHOR

SOURCE Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210

Order#: 78:127 Price: $5.00 Copyright: 1978

SUBJECT AREA Professional Resource

HANDICAPPED AREA Hearing Impaired

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 24

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of an annotated bibliography of learning resources useful in teaching career and vocational education skills to hearing impaired students. The entries have been selected for junior high and senior high school vocational students. The document was compiled in the spring of 1978 and contains 106 entries. Included are title, subject and publisher indices. Complete ordering information for the listings is provided.

COMMENTS

Abstracts include supplemental information and appropriate descriptors.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   ○ NOT RECOMMENDED

TITLE HEARING IMPAIRED CHILDREN IN THE MAINSTREAM

AUTHOR Birch

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 127 Price: $4.00 Copyright: 1975

SUBJECT AREA Professional Resource

HANDICAPPED AREA Hearing Impaired

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 106

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

● reading level: 10 grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is directed mainly to regular class teachers, administrators, and others who have not specialized in educating deaf or hard of hearing pupils and need to mainstream such students into their program(s).

Topic areas include:

Introduction
Terminology
The Influence of Hearing Impairment on Education
Characteristics of Successful Mainstreaming
Making Mainstreaming Function
Varieties of Complete and Partial Mainstreaming.

COMMENTS

The information in this resource is specific, and should be of use to those who will need to mainstream hearing impaired students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   0 NOT RECOMMENDED

MARYLAND VCRD

TITLE HUMAN RESOURCE UTILIZATION FOR SPECIAL NEEDS:
AN INTERNAL SYSTEMS APPROACH

AUTHOR Hannon

SOURCE Edward Tilden High School
Felix P. Winslow, Jr.
4747 South Union Avenue
Chicago, Illinois 60609

Copyright: 1978

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 77

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource describes a program for handicapped and disadvantaged vocational students at the Edward Tilden High School in Chicago. The program described is basically supportive in nature. Support services are derived from the extant faculty and student populations and include bilingual educators, math and reading educators, special and occupational educators, counselors, and student tutors. The resource includes various forms and paperwork associated with the program. The developers noted that the program appears to be effective but has not required additional financial support. This has been achieved through a re-structuring of faculty routine and extensive use of student tutors.

COMMENTS

This resource may provide some insights for those desiring to initiate a support services program for handicapped and disadvantaged vocational students. A recurrent characteristic of the program was the high degree of cooperation achieved among the faculty, administration and students. Perhaps this feature enabled the program to be successful with a minimum of additional financial support.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE IDENTIFICATION AND SERVICE FOR SPECIAL NEEDS

AUTHOR Tilden High School

SOURCE Tilden High School
4747 S. Union Avenue
Chicago, Illinois 60609

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: _______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 13

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource was developed for a program at Tilden High School, Chicago, Illinois. It contains specific identification procedures, services available at the school, and procedures for assessment and documentation of services rendered.

COMMENTS

The information contained in this resource is specific to a program in effect at Tilden High School, Illinois and is not recommended for this reason. It may be useful to adminsitrators or teachers seeking to develop a similar program of identification and provision of services for special needs students. Availability and cost of the resource was indeterminate by MVCRDC staff.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE IDENTIFYING HANDICAPPED STUDENTS AND THEIR VOCATIONAL NEEDS FOR 1977-1982

AUTHOR Franken

SOURCE Wisconsin Vocational Studies Center
964 Educational Sciences Building
1025 W. Johnson Street
Madison, Wisconsin 53706

Order#: 208 Price: $3.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 65

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource was generated out of a U.S.O.E. funded projected entitled Program Evaluation and Planning——Evaluating Current Vocational Programs and Identifying Handicapped Students and Their Vocational Needs for 1977-1982 (Project PEP). The resource is a report of a study which sought to identify handicapped vocational students in Wisconsin. The report is divided into three major sections: design of the study; report of the data; and, summary, conclusion, and recommendations. The appendices provide additional data of a supplemental nature. The demographic data contained in the resource is specific to Wisconsin.

COMMENTS

The resource is specific to Wisconsin. It may be useful to administrators seeking similar information concerning handicapped vocational students in their states. The format of the resource is similar to that of a final report. Although the study appears sound, it may not find ready application in other situations. It is not recommended for this reason.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE INDIVIDUAL PERFORMANCE CHECKLIST

AUTHOR Kachel

SOURCE Jil-Ann Frederick
Adaptive Development Center
Joliet Township High School, East Campus
1101 Mills Road
Joliet, Illinois 60433

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 78

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource consists of a checklist of 1079 basic skills for the mildly mentally retarded adolescent. The checklist is subdivided into five skill areas: cognitive, self maintenance, home maintenance, community, and vocational.

COMMENTS

The checklist may be useful as a record keeping device for monitoring skills achieved. The resource is designed specifically for use in the Adaptive Development Center in Joliet District 204 (Illinois). No information pertaining to the empirical development of the checklist is provided.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE INFO SERIES 2: EQUIPMENT DESIGNED TO IMPROVE THE COMMUNICATION SKILLS OF THE DEAF

AUTHOR Johnson and Castle (eds.)

SOURCE
National Technical Institute for the Deaf
Rochester Institute of Technology
Public Information Office
One Lomb Memorial Drive
Rochester, New York 14623

Order#: (order by title)

SUBJECT AREA Professional Resource

HANDICAPPED AREA Deaf/Hard-of-Hearing

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 76

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource consists of a monograph concerned with the development of special equipment and facilities to help the deaf upgrade their communication skills. Information provided is both general and specific in nature. Major topical areas include: laboratory design for instruction in telecommunication for the deaf; and rationale and design: for a speech training table for the deaf; an auditory-speechreading training table for the deaf, for a student response system, for a hearing aid service center and shop and for a visual speech training aid (VSTA) for the deaf; and, communication learning centers at the National Technical Institute for the Deaf.

COMMENTS

The resource contains a substantial amount of pertinent technical information as well as functional diagrams and references. Contributors to the resource are professionals in audiology; their expertise in the field is evident in the resource.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE INSTRUCTIONAL DEVELOPMENT FOR SPECIAL NEEDS LEARNERS

AUTHOR Phelps

SOURCE Department of Vocational and Technical Education
University of Illinois
Urbana, Illinois 61801

Order: By title Price: Unknown at this time.

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 333

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

The guide is designed as an inservice program to aid teachers in planning, implementing, and evaluating curriculum for handicapped and disadvantaged students at the secondary level. Seven modules are suggested, not all of which have to be used: Learner Analysis, Cooperative Instructional Arrangements, *Cluster and Content Analysis, Instructional Planning, Instructional Implementation and Evaluation.

*Instructional Resources

Included is a self-directed needs assessment to assist the teacher in selecting modules and inservice experiences.

COMMENTS

Because 94-198 mandates mainstreaming, this guide may be useful to the classroom teacher working cooperatively with the special teacher.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE INSTRUCTIONAL DEVELOPMENT FOR TRAINING TEACHERS OF EXCEPTIONAL CHILDREN

AUTHOR Thiagaragan, Semmel, Semmel

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 83 Price: $6.65

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 195

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is designed to assist the user in the design, development, and dissemination of instructional materials for training teachers of exceptional children. Included among the 21 chapters are: Learning Analysis, Task Analysis, Specifying Instructional Objectives, Construction of Criterion-Referenced Tests, Resource-Management Formats, Mastery-Learning Formats, Developmental Testing, etc.

Individual chapters include objectives and graphics to illustrate pertinent concepts. Many chapters contain selected bibliographies specific to the topic covered. A glossary of instructional development terms is provided.

COMMENTS

This resource was designed primarily for pre-service instruction of special education teachers. The content, however, would be very useful to the vocational teacher educator or inservice educator seeking skill development in the area of resource development for exceptional children. The quality and thoroughness of the presentations more than justifies the purchase price.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

VC RD

TITLE IT'S ABOUT TIME VISUAL IMPAIRMENT CAME OUT INTO THE OPEN

AUTHOR Fitzsimmons

SOURCE Center for Studies in Vocational and Technical Education
University of Wisconsin
Madison, Wisconsin 53706

Copyright: 1975

SUBJECT AREA Professional Resource

HANDICAPPED AREA Blind

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 18

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ____________________________

ILLUSTRATIONS

● drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

Topics covered are: What do you do when you see a blind person, blind or visually impaired; what are the differences; what causes visual impairment; what it is like; what special problems are faced by the visually impaired; what are the special benefits available for the legally blind; what kind of aids can help; what about job placement; and what employment opportunities can a blind or visually impaired student expect.

COMMENTS

This book is written at the professional level and offers a brief exposure to the student with a visual impairment. It is written with the vocational instructor in mind, but would be worthwhile for anyone wishing to learn more about visual impairment. In the back of the book there is a list of both free and loan materials and materials that may be purchased for use with the visually impaired student.

Specific purchasing information is available from source.

This is also available on loan from East Central Curriculum Management Center
100 N. First St., N-426
Springfield, Illinois 62777

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

N/A Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MAINSTREAMING

AUTHOR

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 106 Price: $30.00 Copyright: 1975,1976

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ● stapled
- ● plastic spine
- ● number of pages: 29 (Workshop manual)
  195 (Text)
  8 (Worksheets)

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource consists of a workshop manual designed for in-service training, 8 duplicable worksheets for use in conjunction with the workshop manual, and a paperbound text entitled Instructional Alternatives for Exceptional Children. The workshop manual provides outlines for four workshops. Workshop titles are: Mainstreaming: Attitudes and Alternatives; Informal Diagnostic Techniques; Prescriptive Teaching and Writing Individualized Plans; and Something from Nothing. The worksheets are an integral part of the workshop package. The paperbound text appears to be independent of the workshop itself. Contained within are 15 monographs concerning such topical areas as: Programs to Train New Kinds of Management Mediators, Resource Teacher Programs, Training Progress Accompanying Structural Change Efforts, and Commentaries.

COMMENTS

The workshop materials are designed for use with 30-40 participants. Workshops include objectives, activities, discussion/questions, and evaluation. The paperbound text provide a broad perspective with respect to instructional programming for exceptional children. The educational perspective of this resource is more geared toward elementary education than vocational education.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE MAKING IT WORK: PRACTICAL IDEAS FOR INTEGRATING EXCEPTIONAL CHILDREN INTO REGULAR CLASSROOMS

AUTHOR Hawkins-Shepard, Ed.

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 120 Price: $5.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 80

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource is divided into four major sections: The State of the Art, Models for Mainstreaming, How to Make Mainstreaming Work, and Resources.

The intent of the document is to provide educators, administrators, curriculum developers and other interested parties with concrete data concerning the mainstreaming of special children. Content consists of articles and presentations dealing with mainstreaming.

Numerous references and suggested readings are presented. Included is a section on criterion referenced tests available to teachers.

COMMENTS

The reviewed edition of this resource was developed to accommodate current legislation and regulations not extant at the initial publication date. The resource contains a range of information useful to the vocational educator of special needs students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MILDLY HANDICAPPED: CAREER/VOCATIONAL EDUCATION, SECONDARY LEVEL

AUTHOR

SOURCE Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210

Order#: 78:107 Price: $5.00 Copyright: 1978

SUBJECT AREA Professional Resource

HANDICAPPED AREA Learning Disabled
Emotionally Disturbed
Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 40

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of an annotated bibliography of learning resources useful in teaching career and vocational education skills to learning disabled, emotionally disturbed, and mildly mentally retarded students. The entries have been selected for junior high, senior high, and adult basic education levels. The document was compiled in the winter of 1978 and contains 154 entries. Included are title, subject, and publisher indices. Complete ordering information for each listing is provided.

COMMENTS

Abstracts include supplemental information and appropriate descriptors.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   0 NOT RECOMMENDED

TITLE MILDLY HANDICAPPED: MATHEMATICS: SECONDARY LEVEL

AUTHOR

SOURCE Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210

Order#: 78:119 Price: $4.00 Copyright: 1978

SUBJECT AREA Professional Resource

HANDICAPPED AREA Learning Disabled
Emotionally Disturbed
Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 16

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of an annotated bibliography of learning resources useful in teaching mathematics skills to learning disabled, emotionally disturbed, or mildly mentally retarded students. The entries have been selected for vocational students enrolled in junior high or senior high school programs. The document was compiled in the spring of 1978 and contains 61 entries. Included are title, subject, and publisher indices. Complete ordering information for each listing is provided.

COMMENTS

Abstracts include supplemental information and appropriate descriptors.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE MODIFYING VOCATIONAL PROGRAMS FOR THE HANDICAPPED: Progress Report 1978

AUTHOR Tindall, Gugerty, and Crowley

SOURCE Wisconsin Vocational Studies Center
University of Wisconsin
964 Educational Science Building
1025 W. Johnson Street
Madison, Wisconsin 53706

Order #: 206 Price: $4.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 102

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This resource is a progress report for a project undertaken by the Wisconsin Vocational Studies Center which is intended to provide inservice and instructional materials to Wisconsin's Vocational, Technical and Adult Education Districts. The report is divided into three sections: summary of project activities, presentations at meetings and conferences, and summary of inservice sessions held in the Vocational, Technical and Adult Education Districts.

COMMENTS

This resource was developed for a project underway in Wisconsin. It contains, however, a variety of data (such as program modification information) which may be useful for others desiring to facilitate the incorporation of the handicapped into vocational programs. It is recommended (in view of its situation specific nature) for this reason.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE OBJECTIVES AND SYSTEMS COMPONENTS OF VOCATIONAL EVALUATION

AUTHOR Crow

SOURCE Stout Vocational Rehabilitation Institute
School of Education
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

Order#: IARF-9-73
Price: $3.00 (rental fee)

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Applications

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 15 minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource consists of edited proceedings of an address presented by Stanley Crow at the International Association of Rehabilitation Facilities Conference (Miami, June 3-6, 1973). The presentation was a brief state-of-the-art discussion of vocational evaluation. Major points included: maximum potential, community job opportunities, client-oriented hypothesis formation, work samples, job try-outs, and client risks (job search, job offer acceptance, etc.).

COMMENTS

The presentation is of an orientation nature (i.e., information is general; not highly specific nor detailed). The rather cursory nature of this presentation makes it unsuitable for recommendation beyond an orientation level level. Researchers at the center (MVCRDC) noted that the resource was difficult to obtain.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE P.L. 94-142 Media Package: A FREE APPROPRIATE PUBLIC EDUCATION FOR ALL HANDICAPPED CHILDREN (series of 3, see back.)

AUTHOR

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: By title Copyright: 1976

SUBJECT AREA	Professional	HANDICAPPED AREA	General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ● individual instruction
- ● group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ● film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 20, 20, 14 minutes
- ○ overhead projectuals
- ○ B/W ● color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: see back

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ● generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource is contained in a book-shelf vinyl box. The components are:

1. Three color filmstrips with captions. Each examining the Act from a different perspective.
2. Three cassettes, each one providing the narration for one of the filmstrips.
3. Three booklets (± 30 pages) containing the scripts of each cassette referenced to the actual language of the law. Also included is information about legislative history and other relevant resources.
4. A copy of the law, P.L. 94-142 (18 pages).
5. A question/answer book about the law (± 10 pages).
6. A public information pamphlet summarizing the major provisions of the Act (± 15 pages).

COMMENTS

This resource is a good presentation outlining the major points of P.L. 94-142. It is valuable to pre-service, in-service, and other professionals in education; and to parents who need/want to know what rights the handicapped have to receive an education. It is not necessary to view all three of the filmstrips. The easiest to understand is #3 because it uses actual case studies. The others go into greater detail regarding the law. Filmstrips #1 and #2 are especially useful to those desiring more information about where the money comes from for the enforcement of this law.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PREPARING EMR STUDENTS FOR VOCATIONAL HORTICULTURE

AUTHOR

SOURCE Division of Vocational Education
Department of Education
Commonwealth of Virginia
Richmond, Virginia 23216

Copyright: 1976

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally retarded

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ● performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ● develops favorable work attitudes/habits
- ● develops career awareness
- ● identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ● modifiable instructional format
- ● reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ○ number of pages: 39

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This curriculum guide has been developed to key on acquisition of job skills, acceptance of job responsibility, acquiring communication skills, and acceptance of personal responsibilities. The curriculum is broken into two areas of training, vocational and survival academic training. The academic areas covered range from basic math to tax computation. The vocational aspects covered are plant and flower shop training, greenhouse training, and grounds maintenance training.

COMMENTS

This curriculum guide should be of use to those who are interested in preparing EMR students for Vocational Horticulture. Objectives, procedures, tasks, and checklists are provided which should prove helpful for both the academic and vocational instruction. There is a list of related and protective vocabulary words in the rear of the book as well as suggested materials needed to implement this curriculum.

PREREQUISITE STUDENT SKILLS

N/A Professional Material

● RECOMMENDED O NOT RECOMMENDED

TITLE PREPARING VOCATIONAL AND SPECIAL EDUCATION PERSONNEL TO WORK WITH SPECIAL NEEDS STUDENTS: A TEACHER EDUCATION RESOURCE GUIDE

AUTHOR Albright, Clark, eds.

SOURCE University of Illinois
Urbana-Champaign, Illinois 61801

Copyright: 1977

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ● post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 201

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

Section one of this book deals with the state of the art in the field. Section two gives some guidelines and strategies. Section three gives examples of university-based personnel preparation programs. Section four covers selected programs for special needs students. Section five deals with cooperative action planning at the teacher education and local education agency levels. Section six is a list of instructional resources. Section seven is a federal assistance guide for vocational and career education for the handicapped.

COMMENTS

This monograph was written for the concerned teacher who is interested in teacher education for special needs students. It has many studies, examples, and ideas that would prove of interest to anyone who is concerned with teaching special needs students.

Specific purchasing information is available from source.

This is also available on loan from East Central Curriculum Management
Center
100 N. First St., N-426
Springfield, Illinois 62777

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

N/A Professional

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE PRINCIPLES OF NORMALIZATION AS IT APPLIES TO SERVICES FOR THE SEVERELY HANDICAPPED

AUTHOR Woffensberger

SOURCE
Stout Vocational Rehabilitation Institute
School of Education
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

Order#: GWU-18-75
Price: $3.00 (rental fee)

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Applications

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: 61 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: _______ grade

○ high interest level motivator: ________________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of the edited proceedings of the keynote address presented by Dr. Wolf Woffensburger at the Comprehensive Vocational Rehabiliation for Severely Disabled Persons' Conference (George Washington University, December 3-5, 1975).

Content focuses on the major implications of normalization; not a condensation of normalization theory. The fact that there are no technical (i.e., therapeutic, teaching, etc.) solutions to the ultimate problem of the severely handicapped is stressed. The ultimate solution lies in the public's perceived value of the handicapped.

COMMENTS

The resource is a somewhat emotional appeal to a real problem, attuning the professionals awareness of the impact of overt and covert devaluation of the severely handicapped. The resource stresses the need for programs of normalization for the severely handicapped.

Researchers at the Center (MVCRDC) noted that this resource was difficult to obtain.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE PROGRAM EVALUATION AND PLANNING FOR THE VOCATIONAL EDUCATION OF HANDICAPPED STUDENTS: SECONDARY, POST-SECONDARY ARTICULATION

AUTHOR Tindall

SOURCE Wisconsin Vocational Studies Center
964 Educational Sciences Building
1025 W. Johnson Street
Madison, Wisconsin 53706

Order#: 225 Price: $4.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 25

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource was generated out of a U.S.O.E. funded project entitled Program Evaluation and Planning——Evaluating Current Vocational Programs and Identifying Handicapped Students and Their Vocational Needs for 1977-1982 (Project PEP). This resource is a report dealing with: the identification of handicapped students and their vocational needs, identification of barriers, identification of successful teaching techniques, and articulation of Wisconsin vocation programming for the handicapped. The role of the community in the provision of services to the handicapped vocational student is also addressed. Contained within the appendix are correspondence, participant lists, instrumentation, etc., pertinent to the project.

COMMENTS

This resource is specific to Wisconsin. It may be useful to administrators seeking similar information concerning handicapped vocational students in their state. The format of the resource is similar to that of a final report. Although the resource is well done, it may not find ready application in other situations. It is not recommended for this reason.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE PROJECT SKILL

AUTHOR

SOURCE
National Audiovisual Center
General Services Administration
ATTN: Order Section/RR
Washington, D.C. 20409

Order #: 009960 Price: $87.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mildly Retarded
Emotionally Disturbed

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ○ subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ● film reel-to-reel: 16 mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ● length: 12 minutes
- ○ overhead projectuals
- ● B/W ● color
- ○ games
- ○ other: ____________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ● avoids sex stereotyping
- ● avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ○ number of pages: ________

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ○ reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator: ____________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This film is designed to be viewed by professional personnel. It covers Project Skill which is a project in the State of Wisconsin. The film covers Project Skill from the start and explains its operation. It is designed to help and follow handicapped students from a sheltered workshop program situation through a work adjustment program into work. The program calls for arranging for jobs within the Wisconson state government, selecting the student, training him/her and putting him/her to work in the pre-determined job.

COMMENTS

The film does depict what is possible at the state level to help the handicapped student. The concept of Project Skill appears good and viewing this film might be helpful to those who are concerend with projects for the handicapped. In the film Wisconsin does a good job of patting itself on the back, but this can be endured.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **PUBLISHERS SOURCE DIRECTORY**

AUTHOR

SOURCE Ohio State University Press
2070 Neil Avenue
Columbus, Ohio 43210

Order#: 77301 Price: $9.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 136

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource provides acquisition information for purchase or rental of instructional materials, educational aids, devices, and media developed for use with special needs students. Listed within are more than 1600 publishers, producers, and distributors of educational materials. Effort has been made to insure that all information is current. A rotated index with 74 subject headings lists firms that publish, produce, or distribute a given type of resource. This resource is not a bibliography, annotated or otherwise.

COMMENTS

This edition of the Publisher Source Directory is revised. It appears to be a comprehensive professional resource for the special needs educator or adminsitrator.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE A SECONDARY EDUCATION CURRICULUM FOR EDUCABLE MENTALLY RETARDED STUDENTS

AUTHOR Skinner

SOURCE The New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103-Kilmer Campus
New Brunswick, New Jersey 08903

Order #: CE-326 Price: $5.00 Copyright: 1975

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

0 student resource
0 teacher resource
0 administrator resource
0 individual instruction
0 group instruction
0 secondary
0 post-secondary
0 adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
0 simple directions
● student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

● develops self-worth concept
● develops favorable work attitudes/habits
● develops career awareness
● identifies related work skills
● promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
● reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 109

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: ________ grade

0 high interest level motivator:

____

ILLUSTRATIONS

● drawings/cartoons
0 photographs
0 charts/graphs
0 B/W 0 color

DESCRIPTION

This book is designed to teach basic occupational skills to educable mentally retarded students in the high school setting. It explains the necessity of remedial work in the basic subject areas and the need to have these students develop reading, math, and oral skills to improve their adult life. The curriculum outlines methods of teaching entry level skills and attitudes to these students and describes possible employment opportunities.

COMMENTS

The text is comprised of charts and list to provide behavioral objectives, suggested solutions for teachers, suggested activities, and suggestions for student evaluation.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE SEVERELY DISABLED AT WORK

AUTHOR Genteel

SOURCE Stout Vocation Rehabilitation Institute
School of Education
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

●Order#: GWU-16-75 Price: $3.00 (rental fee)

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Applications

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: 20 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of the edited proceedings of the keynote address presented by Frank Genteel at the Comprehensive Vocational Rehabilitation for Severely Disabled Persons' Conference (George Washington University, December 3-5, 1975).

The content of this resource deals mainly with descriptive information concerning the Human Resources Center (a preschool through high school program). Areas addressed include: evaluation, curriculum, skill training, counseling, driver education, equipment modification, management attitude training, follow-through, business involvement, placement, innovative programs, business advisory councils, etc.

COMMENTS

Due to the fact that this resource deals with a single program at a general knowledge level, it is not recommended.

Researchers at the Center (MVCRDC) noted that this resource was difficult to obtain.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE SUPPORTING VISUALLY IMPAIRED STUDENTS IN THE MAINSTREAM

AUTHOR Martin, Hoben

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order #: 159 Price: $3.00 Copyright: 1977

SUBJECT AREA Professional Resource

HANDICAPPED AREA Visually Impaired

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: ____ mm
○ film loop/strip with cassette

○ film reel-to-reel: ____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 73

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This book focuses on the ways visually impaired students can be supported successfully in regular classrooms.

Topic areas are:

Supporting Visually Impaired Students in the Mainstream: The State of the Art
Supporting Visually Impaired Students in the Mainstream: Questions Teachers Ask
Supporting Visually Impaired Students in the Mainstream: Expanding the Concept.

COMMENTS

This book should be valuable to both teachers and administrators who are interested in mainstreaming the visually impaired. The section answering the most commonly asked questions is very helpful.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE TEN FACTORS WHICH INFLUENCE VOCATIONAL OUTCOMES FOR PERSONS WITH SPINAL CORD INJURIES

AUTHOR Poor

SOURCE Stout Vocational Rehabilitation Institute
School of Education
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

Order#: GWU-19-75   Price: $3.00 (rental fee)

SUBJECT AREA Professional Resource

HANDICAPPED AREA Spinal Cord Injury (SCI)

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: 26 minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: cassette

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
○ number of pages: ________

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
○ reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource consists of the edited proceedings of an address presented by Charles Poor at the Comprehensive Vocational Rehabilitation for Severely Disabled Persons' Conference (George Washington University, December 3-5, 1975).

The presentation addressed the following points with reference to their impact on the spinal cord injury (SCI) client: physical functioning, education level, age, work history, family involvement, community resources, transportation, vocational training, rehabilitation counseling, and motivation.

COMMENTS

The presentation is of an orientation nature (i.e., information was general; not highly specific or detailed).

Researchers at the Center (MVCRDC) noted that this resource was difficult to obtain.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   O NOT RECOMMENDED

TITLE TIPS - TO IMPROVE THE PROBABILITY OF SUCCESS
(Administrative Guide)

AUTHOR Illinois Office of Education

SOURCE Dept. of Adult, Vocational and Technical Education
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 45

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource was generated from a project designed to assist disadvantaged and handicapped vocational students in the completion of a regular high school program. The chapters are entitled:

Purpose
The Administrative Structure of Project TIPS -
    The Role of the Administrator
The Mentor - A Paraprofessional Person
Identification of Target Students
Supportive Services
Planning - Accountability
Curriculum for Special Populations
Staff Development for Aid to Classroom Teachers
    of the Disadvantaged and Handicapped
Administrative Questions Answered

COMMENTS

The information contained in this resource is specific to the TIPS project and is not recommended for this reason. It may, however, be useful for educators and administrators developing a similar assistance program for disadvantaged and handicapped students. Availability and cost of this resource was indeterminent by MVCRD staff.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE TIPS - TO IMPROVE THE PROBABILITY OF SUCCESS
(Mentors Manual)

AUTHOR Abady, et al.

SOURCE Dept. of Adult, Vocational and Technical Education
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 45

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource was generated out of a project designed to assist disadvantaged and handicapped vocational students in the completion of a regular high school program. The chapters are entitled:

Identification of Disadvantaged and Handicapped Students
Referral Procedure for Project TIPS
Reading
Mathematics
Mentor Functions
Strategic Processes, Attitudes and Resources
TIPS
Contract Use and Position Paper
Study Skills
The Guidance Function of Mentoring

COMMENTS

The information contained in this resource is specific to the TIPS project and is not recommended for that reason. It may, however, be useful for educators and administrators developing a similar assistance program for disadvantaged and handicapped students. Availability and cost of the resource was indeterminent by MVCRDC staff.

PREREQUISITE STUDENT SKILLS

○ RECOMMENDED ● NOT RECOMMENDED

TITLE **TOWARD COMPETENCY**

AUTHOR Special Education Department
State Department of Education

SOURCE State Department of Education
942 Lancaster Drive NE
Salem, Oregon 97310

Order: By title Price: NC Copyright: 1974

SUBJECT AREA Professional Resource

HANDICAPPED AREA All areas

INTENDED USE

○ student resource
● teacher resource
○ administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
● performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
○ stapled
● plastic spine
○ number of pages: 313 Teachers manual
163 Student manual

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This publication is produced by the Oregon State Department of Education. It provides criterion measurement statements to be used in the measurement of a student's progress. Topic areas include: Basic Skills, Personal and Social Awareness, Living in the Environment, Career Education, and Leisure Time Activities. A system of goals and sub goals are used that further define planning instruction relative to these criterion measurement statements.

COMMENTS

This material should be valuable to teachers and administrators interested in competency based education by means of criterion measurements.

PREREQUISITE STUDENT SKILLS

Professional Material

● RECOMMENDED 0 NOT RECOMMENDED

TITLE TRAINING IN HELPING RELATIONSHIPS FOR PARAPROFESSIONAL REHABILITATIONIST

AUTHOR Parham, Butler

SOURCE Research and Training Center in Mental Retardation
Texas Tech University
P.O. Box 4510
Lubbock, Texas 79409

Order #: M-6 Price: $3.00 Copyright: 1978

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 57

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

● reading level: 11 grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
● B/W ○ color

DESCRIPTION

This resource is the result of a study by the Research and Training Center in Mental Retardation at Texas Tech University. The study was conducted to determine the effects of different training methods used to improve interpersonal relationships between floor supervisors in sheltered workshops and their clients. The three variables were: 1. lecture, 2. programmed instruction, or 3. on-the-job training. The results were that programmed instruction was, in this instance, a viable technique of training workshop paraprofessionals.

COMMENTS

This study and its results could be of value to those who are concerned with the training of floor supervisors for sheltered workshops.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE TURN OFF THE SOUND

AUTHOR Winslow

SOURCE Publication Sales Division
Ohio State University Press
2070 Neil AvenueColumbus, Ohio 43210

Order #: 77901 Price: $8.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA Hard of Hearing, Deaf

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 91

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This resource is designed to instruct the teacher, administrator, or school media specialist in adapting audio-visual media for use with the hearing impaired. The resource describes the adaptation process in a sequential and step-by-step manner. Then adaptations, ranging from simple to complex, are presented in detail. Included are illustrations, equipment lists, and helpful information. The appendices provide further information of use to the educator.

COMMENTS

The resource is well researched and should prove useful to vocational personnel seeking to adapt audio-visual media for use with the hearing impaired. The sequential, step-by-step progression would be suitable for in-service instruction or workshops as well as individual use by professional staff.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE THE VERMONT GUIDE FOR TEACHING ADOLESCENTS WITH SPECIAL NEEDS

AUTHOR Halloran, et al.

SOURCE Special Education & Pupil Personnel Services
Vermont Department of Education
State Office Building
120 State Street
Montpelier, Vermont 05602

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
● performance objectives
○ simple directions
● student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
● develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
● reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
○ stapled
● plastic spine
● number of pages: 375

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

The guide is intended to be used as a teaching resource——a reference for structuring and evaluating programs of instruction, a template for tracing out daily lesson plans, a guide for selecting and and developing instructional materials, and a standard for evaluating the performance of students. Titles of major sections are: Introduction, Springboards to Sucessful living, Around the Home and On the Job, Learning for Earning and, At Your Service. Each major section includes: motivational activiites, suggested resources, performance objectives, and unit outlines. The introduction section outlines a plan for student performance evaluation.

COMMENTS

The guide may be suitable as a resource for the professional educator, program supervisor or resource specialist seeking to establish successful programs for adolescents with special needs.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VERT: VOCATIONAL EDUCATION READINESS TEST

AUTHOR Thomas, et al.

SOURCE Research and Curriculum Unit
Vocational-Technical Education
Drawer DX
Mississippi State University
Mississippi State, Mississippi 34762
Order#: by title Price: $5.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: ________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
● paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 142

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource provides standardized procedures for assessing the vocational potential of mildly mentally retarded vocational students. The major areas addressed by the test include: home economics (clothing), building trades (basic wiring, carpentry, masonry and plumbing), and auto mechanics. Provided in the resource are: test development and pilot testing data; test construction, administration, and scoring; the actual test (VERT): and appendices and tables. The developers note that the test is a predictor of future vocational success. Information essential to the use of the VERT is provided.

COMMENTS

Norm groups for this test were "regular" 10th grade students (N=115) and EMR students from 10th and 11th grades (N=108). All students were selected from Mississippi School Systems (urban, suburban, and rural). This resource may be useful to vocational/special educators seeking compliance with P.L. 94-142.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VIEWS (VOCATIONAL INFORMATIVE EVALUATION WORK SAMPLES)

AUTHOR

SOURCE Vocational Research Institute
Jewish Employment and Vocational Service
1624 Locust Street
Philadelphia, Pennsylvania 19103

SUBJECT AREA	Professional Resources	HANDICAPPED AREA	Moderate Severe mentally retarded Profound

INTENDED USE

0 student resource
● teacher resource
0 administrator resource
● individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

0 subject index
0 bibliography/references
● performance objectives
● simple directions
● student activities
0 student work sheets
0 review questions
0 answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____mm
0 film loop/strip with cassette

0 film reel-to-reel: _____mm
0 35mm slide
0 35mm slide with cassette

0 length: ________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
● other: work samples

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
● identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
● modifiable instructional format
0 reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
0 stapled
● plastic spine
● number of pages: 67

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: _______ grade

0 high interest level motivator: ________________

ILLUSTRATIONS

0 drawings/cartoons
● photographs
0 charts/graphs
● B/W 0 color

DESCRIPTION

The VIEWS sustem developed by the Jewish Employment and Vocational Service is a modification of JEVS work program evaluation system. It is designed for moderately to severely handicapped and/or emotionally disturbed clients. There are 16 work sample units under major headings of:
Handling (8 units)
Routine Checking and Recording (2 units)
Sorting, Inspecting, Measuring, and Related Skills (2 units)
Tending (1 unit)
Manipulation (3 units)

Two sets of each unit are included, one for training and one for working. Units are packaged for easy storage, set up, and use. Program includes work bench, drill press, timeclock, several boxed units, instructions for use and training, and a series of evaluation/observation forms.

Forms include:
1. data collection sheet, 2. daily observations, 3. final report, and 4. client record.

Factors assessed in VIEWS are: 1. color discrimination, 2. eye-hand-foot coordination, 3. finger dexterity, 4. motor coordination, 5. manual dexterity, 6. numerical ability, 7. form perception, 8. clerical perception, 9. spatial attitude, and 10. work rhythm.

Some factors are specific to certain work samples and not others. Work units are individually paced.

COMMENTS

Learning potential and work performance are measured through work samples in this resource. The work samples appear to be durable. There is a problem of motivation to complete the work samples with some students. The tasks are routine and interest may be lost without additional external motivation. Units are skill builders.

Evaluation is more complex than JEVS, requiring more paperwork and constant observation of clients. Learning potential is measured as well as task performance.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

None.

● RECOMMENDED 0 NOT RECOMMENDED

TITLE VOCATIONAL EDUCATION FOR HANDICAPPED PERSONS; HANDBOOK FOR PROGRAM IMPLEMENTATION

AUTHOR Young and others

SOURCE ERIC
Document Reproduction Service
P.O. Box 190
Arlington, Virginia 22210

Order #: ED 056 176 Price: $3.29 Copyright: 1971

SUBJECT AREA Professional Resource	**HANDICAPPED AREA** General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
○ secondary
○ post-secondary
○ adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____ mm
○ film loop/strip with cassette

○ film reel-to-reel: _____ mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 91

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator: ________________________________

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This document is the result of a 2-day conference on the vocational education of handicapped persons. Participants included vocational and special educators, and rehabilitation specialists. The document consists of the refined ideas developed at the conference. Content includes such concerns as: Identification of the Handicapped; Interagency Involvement; Rehabilitation Services; Programs and Services; Community Involvement; Considerations in Planning for the Hearing Impaired, Visually Impaired, Physcially Handicapped; Personnel; etc.

COMMENTS

The document provides lists of primary source materials, organizations, etc. Some of the lists may be incomplete or inaccurate due to the publication date of the document.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

TITLE VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS
(An administrator's handbook)

AUTHOR

SOURCE Department of Vocational Education
Colorado State University
Fort Collins, Colorado 80523

Order #: by title Price: $2.50 Copyright 1975

SUBJECT AREA Professional Resource	**HANDICAPPED AREA** Multiple use

INTENDED USE

- ○ student resource
- ○ teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 41

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator:

____

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

VCRD
MARYLAND

DESCRIPTION

This handbook was designed to assist administrators in developing, strengthening, and expanding vocational programs and services for students with special needs. Topic areas are:

how to identify disadvantaged and handicapped students
how to assess their needs
how to develop distinct priorities to provide for staff development, administrative systems charting
how to coordinate and utilize local resources to aid in the educational program, individual prescriptive education and the evaluation of programs.

COMMENTS

This text should provide helpful information to administrators who are concerned with needs assissment and program development for handicapped and disadvantaged students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL EDUCATION FOR STUDENTS WITH SPECIAL NEEDS
(A Teacher's handbook)

AUTHOR Altfest

SOURCE Department of Vocational Education
Colorado State University
Fort Collins, Colorado 80523

Order #: by title Price: $2.65 Copyright 1975

SUBJECT AREA Professional Resource

HANDICAPPED AREA multiple use

INTENDED USE

- ○ student resource
- ● teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____ mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____ mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ○ stapled
- ● plastic spine
- ● number of pages: 113

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ______________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ● charts/graphs
- ● B/W ○ color

DESCRIPTION

This handbook was designed to assist teachers in three ways: (1) Identifying disadvantaged and handicapped students, (2) Identifying the needs of disadvantaged and handicapped students, (3) Providing for the needs of disadvantaged and handicapped students.

Topic areas include: Indetification of Students, Assesment of Student Needs, Learning Styles and Teaching Methods, Instructional Materials, Individual Prescriptive Education, Local Resources, and the Evaluation of Students.

COMMENTS

This handbook would be useful for teachers who want to know more about teaching special needs students. It provides many suggestions, ideas, teaching techniques, and equipment for both handicapped and disadvantaged students.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

VC RD MARYLAND

TITLE VOCATIONAL EDUCATION FOR THE HANDICAPPED

AUTHOR Moorman

SOURCE Mississippi State University
Research and Curriculum Unit
for Vocational-Technical Education
Mississippi State, Mississippi

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 269

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ________________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource guide consists of 223 selected annotated entries, print and non-print. The guide is divided into five content areas. Business and Office, Distributive Education, General Information, Home Economics, and Trady and Industry. Entries contain such information as: title, author, publisher, publication date, target population, cost, description, and order information. A listing of national assistance agencies with brief descriptions, mailing addresses and phone numbers are also provided.

COMMENTS

Resource descriptions are brief. Ordering information is complete. The late publication date of the guide indicates that the data is current.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

MARYLAND VCRD

TITLE VOCATIONAL EDUCATION OF HANDICAPPED STUDENTS

AUTHOR Davis and Ward

SOURCE The Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order#: 182 Price: $5.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ● secondary
- ● post-secondary
- ● adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 81

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: _______ grade
- ○ high interest level motivator:

____

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This resource is designed to assist state and local educational agencies and intermediate educational units in developing administrative policies for the vocational education of handicapped students. It contains general descriptions of policy areas for which the LEA should develop specific policies and procedures based on the local situation. Following the description of each policy are policy development guidelines. The guide is divided into nine sections: planning and administrations, identification of students, vocational assessment, individualized education programs, program placement, service delivery, facilities and equipment, personnel, and fiscal management.

COMMENTS

This resource is geared more for the vocational education administrator than the classroom teacher. The policy areas addressed in this resource focus primarily on secondary vocational education. The resource, however, may be useful in policy formation for post-secondary and adult education.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE **VOCATIONAL EDUCATION RESOURCE MATERIALS: A BIBLIOGRAPHY OF MATERIALS FOR HANDICAPPED AND SPECIAL EDUCATION**

AUTHOR Tindall, et al.

SOURCE
Wisconsin Vocational Studies Center
964 Educational Sciences Building
1025 W. Johnson Street
Madison, Wisconsin 53706

Order #: 209 Price: $2.50

SUBJECT AREA	Professional Resource	HANDICAPPED AREA	General Application

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
○ bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
○ loose leaf
● stapled
○ plastic spine
● number of pages: 110

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: _______ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
○ charts/graphs
○ B/W ○ color

DESCRIPTION

This resource is in the form of a bibliography. Typical entries provide information for ordering. The resource uses a unique coding system for identifying an item based on skill area, handicapped area, and type of resource. Entries are not annotated. Most entries include price.

COMMENTS

The broad coverage and low price of this resource make it particulary attractive. The developers specify that Wisconsin vocational educators and students may borrow materials listed in the bibliography free of charge.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL EDUCATION: TEACHING THE HANDICAPPED IN REGULAR CLASSES

AUTHOR Weisgerber (ed.)

SOURCE Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Order#: 179 Price: $8.50

SUBJECT AREA Professional Resource

HANDICAPPED AREA General Application

INTENDED USE

0 student resource
● teacher resource
● administrator resource
0 individual instruction
0 group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
0 performance objectives
0 simple directions
0 student activities
0 student work sheets
0 review questions
0 answer key
0 teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

0 film loop/strip: _____ mm
0 film loop/strip with cassette

0 film reel-to-reel: _____ mm
0 35mm slide
0 35mm slide with cassette

0 length: _________ minutes
0 overhead projectuals
0 B/W 0 color
0 games
0 other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

0 develops self-worth concept
0 develops favorable work attitudes/habits
0 develops career awareness
0 identifies related work skills
0 promotes development of psycho-motor skills
0 provides immediate feedback
0 modifiable instructional format
0 reinforces positive personal/social behavior
0 avoids sex stereotyping
0 avoids cultural stereotyping

PRINT MATERIAL FORMAT

0 hardbound
0 paper bound
0 loose leaf
● stapled
0 plastic spine
● number of pages: 92

MATERIAL READABILITY

0 large print format
0 double column copy
0 generous paragraph spacing
● reading level: professional

0 reading level: ________ grade

0 high interest level motivator: ______________________

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W 0 color

DESCRIPTION

This resource is designed to familiarize educators with: a) federal policy and program support for handicapped students, b) the concept of the regular class being the least restrictive environment for many students, c) the importance of a success-oriented climate for learning, d) special considerations relative to four major disabilities (orthopedic and health impaired, visual impairment, mental retardation, and communication impairment), and e) the steps involved in developing individualized instruction for these students. Lists of selected publications are provided at the end of each unit to provide leads for further investigation. Major topical areas include: Developing a General Understanding, Attitudes, Serving the Health Impaired, Visually Handicapped Students, Students with Mental Retardation, Students with Communication Disorders, and A Plan for Action.

COMMENTS

This resource contains information suitable for both pre-service and in-service teacher training. The content should provide a broad background for those professionals not familiar with handicapping conditions and related legislation. The lists of selected publications would be useful for those seeking a broader perspective, or a more in-depth understanding of the handicapped.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED　　○ NOT RECOMMENDED

VCRD MARYLAND

TITLE VOCATIONAL PREPARATION OF RETARDED CITIZENS

AUTHOR Brolin

SOURCE Charles E. Merrill Publishers
1300 Alum Creek Drive
Columbus, Ohio 43216

Order #: 75-17460 Price: $14.00 Copyright: 1976

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

○ student resource
● teacher resource
● administrator resource
○ individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

● subject index
● bibliography/references
○ performance objectives
○ simple directions
○ student activities
○ student work sheets
○ review questions
○ answer key
○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

○ length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
○ identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
○ modifiable instructional format
○ reinforces positive personal/social behavior
○ avoids sex stereotyping
○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

● hardbound
○ paper bound
○ loose leaf
○ stapled
○ plastic spine
● number of pages: 312

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator:

____

ILLUSTRATIONS

○ drawings/cartoons
○ photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

This professional resource consists of three parts - Basic Background, Techniques of Vocational Preparation, and Program Models and Evaluation. Subtopics include:

The Nature of Mental Retardation
Development of a Work Personality
Vocational Adjustment of the Retarded
Vocational Services for the Retarded
Vocational Counseling
Vocational Evaluation: Clinical Assessment
Vocational Evaluation: Work Evaluation
Vocational Evaluation: Work Adjustment
Vocational Evaluation: Job Tryouts, Vocational Training, Job Placement and Follow-up, A Secondary EMR Program Model, A Post Secondary Rehabilitation Program Model, and Program Evaluation.

The appendices include a procedure for conducting a job analysis, a work sample manual format, and an example of an instructional package.

COMMENTS

This resource provides a comprehensive perspective of vocational education as it applies to the mentally retarded. The document would be most useful for either the new professional seeking a firm foundation, or the mature professional seeking a current reference text. Language is appropriate but not beyond the understanding of the novice. The reviewer notes the document as highly recommended for vocational educators, administrators, or counselors who desire to deal effectively with mental retardation.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL TRAINING AND JOB PLACEMENT OF THE MENTALLY RETARDED

AUTHOR Flexer and Martin

SOURCE Research and Training Center in Mental Retardation
Texas Tech University
P.O. Box 4510
Lubbock, Texas 79409

Order #: W-9 Price: $1.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA Multiple Use

INTENDED USE

- ○ student resource
- ● teacher resource
- ● administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ● bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ____________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ○ paper bound
- ○ loose leaf
- ● stapled
- ○ plastic spine
- ● number of pages: 20

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ____________________

ILLUSTRATIONS

- ● drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ● B/W ○ color

DESCRIPTION

This is a report on a service project being done at the Lubbock State School by the Research and Training Center in Mental Retardation, Texas Tech University. Its goal is to demonstrate simple replicable techniques for task and work behavior training which can upgrade the vocational level of severely retarded individuals so that they could enter a sheltered work program.

COMMENTS

The project is not yet complete, so this report contains only some preliminary findings. For those who are involved with the education of the severely retarded at the workshop level,following this project should be interesting.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED ○ NOT RECOMMENDED

TITLE VOCATIONAL TRAINING AND JOB PLACEMENT OF THE MENTALLY RETARDED: AN ANNOTATED BIBLIOGRAPHY

AUTHOR DeBusk and Luchsinger

SOURCE
Research and Training Center in Mental Retardation
Texas Tech University, P.O. Box 4510
Lubbock, Texas 79409

Order #: M-10 Price: $2.00

SUBJECT AREA Professional Resource

HANDICAPPED AREA Mentally Retarded

INTENDED USE

- ○ student resource
- ○ teacher resource
- ○ administrator resource
- ○ individual instruction
- ○ group instruction
- ○ secondary
- ○ post-secondary
- ○ adult education

INSTRUCTIONAL FORMAT

- ● subject index
- ○ bibliography/references
- ○ performance objectives
- ○ simple directions
- ○ student activities
- ○ student work sheets
- ○ review questions
- ○ answer key
- ○ teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

- ○ film loop/strip: _____mm
- ○ film loop/strip with cassette
- ○ film reel-to-reel: _____mm
- ○ 35mm slide
- ○ 35mm slide with cassette
- ○ length: _________ minutes
- ○ overhead projectuals
- ○ B/W ○ color
- ○ games
- ○ other: ______________________

FEATURES FOR HANDICAPPED STUDENTS

- ○ develops self-worth concept
- ○ develops favorable work attitudes/habits
- ○ develops career awareness
- ○ identifies related work skills
- ○ promotes development of psycho-motor skills
- ○ provides immediate feedback
- ○ modifiable instructional format
- ○ reinforces positive personal/social behavior
- ○ avoids sex stereotyping
- ○ avoids cultural stereotyping

PRINT MATERIAL FORMAT

- ○ hardbound
- ● paper bound
- ○ loose leaf
- ○ stapled
- ○ plastic spine
- ● number of pages: 200

MATERIAL READABILITY

- ○ large print format
- ○ double column copy
- ○ generous paragraph spacing
- ● reading level: professional
- ○ reading level: ________ grade
- ○ high interest level motivator: ____________________________________

ILLUSTRATIONS

- ○ drawings/cartoons
- ○ photographs
- ○ charts/graphs
- ○ B/W ○ color

DESCRIPTION

This annotated bibliography contains 970 entries. Entries consist of articles dealing with the employment of and/or the preparation for employment of the mentally retarded. Sources utilized in the compilation of the bibliography included: the Business Periodical Index (July '59 - November '72), Mental Retardation Abstracts (January '64 - September '70), and Psychological Abstracts (January '68 - December '72). Entries are alphabetically arranged by author. A subject index, arranged according to title area, is provided for quick access.

COMMENTS

Entries contain standard source citations. Typical abstracts are seven to ten lines in length.

PREREQUISITE STUDENT SKILLS

● RECOMMENDED   0 NOT RECOMMENDED

TITLE WORK SAMPLE EVALUATION PROGRAM

AUTHOR Jewish Employment and Vocational Service

SOURCE Jewish Employment and Vocational Service (JEVS)
1913 Walnut Street
Philadelphia, Pennsylvania 19103

Order #: by title Price: N.A.

SUBJECT AREA Professional Resources

HANDICAPPED AREA Multiple use

INTENDED USE

○ student resource
○ teacher resource
○ administrator resource
● individual instruction
○ group instruction
● secondary
● post-secondary
● adult education

INSTRUCTIONAL FORMAT

○ subject index
○ bibliography/references
○ performance objectives
● simple directions
● student activities
● student work sheets
○ review questions
○ answer key
● teacher's handbook/manual

NON-PRINT MATERIAL FORMAT

○ film loop/strip: _____mm
○ film loop/strip with cassette

○ film reel-to-reel: _____mm
○ 35mm slide
○ 35mm slide with cassette

● length: _________ minutes
○ overhead projectuals
○ B/W ○ color
○ games
● other: 28 work sample units

* The JEVS evaluation system requires 7 days for administration.

FEATURES FOR HANDICAPPED STUDENTS

○ develops self-worth concept
○ develops favorable work attitudes/habits
○ develops career awareness
● identifies related work skills
○ promotes development of psycho-motor skills
○ provides immediate feedback
● modifiable instructional format
○ reinforces positive personal/social behavior
● avoids sex stereotyping
● avoids cultural stereotyping

PRINT MATERIAL FORMAT

○ hardbound
○ paper bound
● loose leaf
● stapled
○ plastic spine
● number of pages: 204+

MATERIAL READABILITY

○ large print format
○ double column copy
○ generous paragraph spacing
● reading level: professional

○ reading level: ________ grade

○ high interest level motivator: ______________________________

ILLUSTRATIONS

● drawings/cartoons
● photographs
● charts/graphs
● B/W ○ color

DESCRIPTION

The JEVS system provides for work sample evaluation through 28 individual units. The units include: Handling (5 units); Sorting, Inspection, and Measuring (3 units); Checking and Receiving (2 units); Classification and Filing (5 units); Inspection and Stock Checking (1 unit); Craftsmanship (4 units); and Drafting (1 unit).

Work sample units are self-paced. Evaluation materials include: users manual, technical manual (norms), work sample forms, referral forms, feedback interview forms, daily observation forms, time cards, and work sample evaluation report forms.

Client characteristics assessed include numerous affective elements (behavior in interpersonal situations, ability to retain and follow instructions, attention span, resistance to fatigue, etc.) as well as psycho-motor elements. Instructions for administration of the evaluation program are complete. Hardware consists of bins containing various standard parts for identification and sorting, a ladder for assembly and disassembly, and a lock. Supplemental time and quality norms are provided in the technical manual.

COMMENTS

The JEVS system is an evaluative device intended for use in assessing the vocational aptitude of handicapped persons. The system is flexible for use with a range of clients. The durability of the system appears to be good, however, the telephone, lock, and ladder units have been noted as having lesser durability. Replacement parts from JEVS are typically expensive and are available from retail outlets. Users of the system noted that intrinsic motivation is not apparent.

NOT AVAILABLE AT MVCRDC

PREREQUISITE STUDENT SKILLS

● RECOMMENDED 0 NOT RECOMMENDED

APPENDIX

Many publishers were contacted during this search but not all had curriculum materials designed for handicapped students in vocational programs. The publishers and distributors from whom resources actually were purchased and/or previewed by the MVCRDC are listed below:

Abingdon Press
201 Eight Avenue South
Nashville, Tennessee 37202

Career Aids, Inc.
8950 Lurline Avenue
Chatsworth, California 91311

Charles E. Merrill Publications,
Company
1300 Alum Creek Drive
Columbus, Ohio 43216

Chas. A. Bennett, Inc.
809 West Detweiller Drive
Peoria, Illinois 61614

Clearinghouse on the Handicapped
388-D South Portal Building
Washington, D.C. 20201

The Council for Exceptional
Children
1920 Association Drive
Reston, Virginia 22091

Curriculum Materials Service
Department of Vocational
Education
Colorado State University
Vocational Education Building
Fort Collins, Colorado 80523

Educational Activities, Inc.
P. O. Box 392
Freeport, New York 11520

ESP, Inc.
1201 East Johson
Box 5037
Jonesboro, AR 72401

Fearon-Pittman Publishers
6 Davis Drive
Belmont, California 94002

Frank E. Richards Pub. Co., Inc.
330 First Street
Box 370
Liverpool, New York 13088

Goodheart-Willcox Co., Inc.
123 West Taft Drive
South Holland, Illinois 60473

Hampden Publications, Inc.
Box 4873
Baltimore, Maryland 21211

Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

Interpretive Education
Division of IE Products, Inc.
2306 Winters Drive
Kalamazoo, MI

Learning Information, Inc.
315 Central Park West
New York, New York 10025

Longman, Inc.
19 West 44th Street
New York, New York 10036

Mafex Associates, Inc.
P. O. Box 519
Johnstown, PA 15907

Materials Development Center
Stout Vocational Rehabilitation
Institute
University of Wisconsin
Menomonie, Wisconsin 54751

McGraw-Hill
Princeton Road
Hightstown, New Jersey 08520

Media Materials, Inc.
Department W29
2936 Remington Avenue
Baltimore, Maryland 21211

Natinal Audiovisual Center
General Service Administration
Washington, D. C. 20409

National Center, Educational
Media and Materials for the
Handicapped
Faculty for Exceptional Children
College of Education
The Ohio State University
Columbus, Ohio 43210

National Educational Media, Inc.
15760 Ventura Blvd.
Encino, California 91436

National Technical Institute
for the Deaf
Rochester Institute of Technology
Public Information Office
One Lomb Memorial Drive
Rochester, New York 14623

The New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

New Reader's Press
Box 131
Syracuse, New York 13210

P. A. R. Inc.
Abbott Park Place
Providence, RI 02903

Portland Habilitation Center, Inc.
3829 S.E. 74th Street
Portland, OR 97206

Relevant Productions, Inc.
Distributed By:
A. W. Peller & Associates, Inc.
Educational Materials
124 REA Avenue
Hawthorne, New Jersey 07506

Research and Curriculum Unit
Vocational-Technical Education
Drawer DX
Mississippi State University
Mississippi State, MS 34762

Research and Training Center in
Mental Retardation
Texas Tech University
P. O. Box 4510
Lubbock, Texas 79409

Restaurant-Hotel Learning Aids
5050 Excelsior Blvd.
Minneapolis, MN 55416

Superintendent of Documents
U.S. Government Printing Office
Washington, D. C. 20402

Tennessee Division of Vocational-
Technical Education
200 Cordell Hull Building
Nashville, TN 37219

Textbook Section
Educational Media Office
Portland Public Schools
220 N.E. Buch Street
Portland, OR 97212

Universal Education and Visual Arts
100 Universal City Plaza
Universal City, California 91608

United Transparencies, Inc.
P. O. Box 688
Binghamton, New York 13902

Wisconsin Vocational Studies Center
University of Wisconsin-Madison
964 Educational Sciences Building
1025 West Johnson Street
Madison, Wisconsin 53706